

Brantwood Camp Seeks Operations Director

Brantwood Camp operates adjoining boys' and girls' camps on 400 beautiful mountain side acres in Greenfield, NH, and owns spectacular lakefront property in Nelson, NH. It serves boys and girls, ages 10 to 15, who might not otherwise have an opportunity to attend an overnight summer camp and engages 15 to 17-year-olds in a comprehensive leadership program. Brantwood is seeking a dynamic, passionate, skilled, and experienced professional to serve as a full time Operations Director with remote work options during non-camping months. A year-round center of operations is in Peterborough, NH during the non-camp period, about 20 minutes from camp.

About Brantwood

For almost 120 years, Brantwood Camp has been helping young people enjoy a fun camp experience and while fostering values of honesty, loyalty, cooperation, good sportsmanship, and unselfishness. Its purpose is to promote social adjustment and mutual respect among a diverse group of children through a challenging and competitive program and to develop their character, confidence, and independence physically, intellectually, and emotionally.

Established in 1904, Brantwood runs three summer sessions of 14 days each, with approximately 80 seasonal staff. A portion of Brantwood's campers come through sponsoring organizations in the Northeast. Brantwood has not turned away any child from the joys of summer camp due to a family's lack of ability to pay.

Brantwood is an Equal Employment Opportunity and Affirmative Action Employer; ensures an inclusive hiring process; and is committed to diversity, equity, and inclusion (DEI) across the organization's programming, staffing practices and culture.

The Opportunity

This is a remarkable opportunity to positively influence the lives of children and young adults and to help continue the story of impact that has touched countless lives for well over 100 years.

The Operations Director will work closely with the Executive Director (ED) and the Leadership team of Girls' and Boys' Camp Directors and Assistant Camp Directors to ensure camp operations are running smoothly.

The position requires excellent planning and organizational skills; exceptional written and verbal communication skills and core values to include but not limited to adaptability, flexibility, and creativity. The ideal candidate traits include integrity, high

energy, passion, and compassion; well-versed in overnight summer camping, youth development, and exemplary leadership capabilities; values existing traditions and works collaboratively with a team to establish new programmatic elements furthering organizational success.

OPERATIONS DIRECTOR JOB RESPONSIBILITIES

Planning and Programming

- Ensure a well-maintained, fun, and safe camping program at each campus.
- In collaboration with the ED and senior staff members, design, implement, and evaluate the camp program to ensure a vibrant learning and socialization vehicle for campers and staff.
- Institute necessary changes to ensure best practices and safety for campers and staff.
- In collaboration with ED, senior staff and members of the Board's DEI task force help develop a plan for enhancing diversity, equity and inclusion among camper and staff.

Staff Hiring, Retention and Training

- Lead the initiative to recruit, interview and hire staff in collaboration with the ED.
- Work with ED to encourage multi-year retention of staff by maintaining active connections with staff at all levels.
- Plan and execute summer staff training with ED and senior staff members and ensure ongoing training (formal and ad-hoc) and goal setting for the camp season.
- Support a healthy work environment where staff strive for success and are supported through open communication, evaluation, and fair treatment.
- Operations Director will be responsible for supervising, evaluating, and rewarding, summer camp employees, with the assistance of the ED as needed.
- Ensure that all employees are fully aware of policies and procedures and monitor staff behavior to ensure that the policies and procedures are being followed.
- Teach and practice crisis response training for all staff and ensure they know how to respond in case of emergency, incident, or accident.
- With Leadership Staff and Counselors ensure that campers know how to respond in variety of crisis scenarios with undue stress to the campers.
- Supervise support staff such as cooks, nurses, and seasonal maintenance staff with the support of the ED.

Camper Registration & social media

- Be actively involved in the camp registration process working closely with the registrar to ensure proper communication with parents, guardians, and sponsoring organizations.
- Ensure that Brantwood is the right fit for campers in question and suggest alternatives for campers who might not benefit from the program offered at Brantwood.
- Coalesce information needed for the Camp Directors to better understand and serve their campers prior to the start and throughout each term.
- Assist in developing and maintaining databases, software, website, and social media sites.

Sponsor Organizations

- Travel to sponsoring organizations to provide information to sponsors, parents, potential campers, and potential staff members.
- Assist in identifying and developing new sponsors and maintain ongoing relationships throughout the year.

Transportation, Facility and Rental Groups

- Utilize MaintainX to communicate and ensure completion of facility issues with maintenance staff, ED and the Building and Grounds committee.
- Coordinate all transportation to and from camp, including but limited to charter transportation for opening and closing days, camp and rental vans, buses for field trips and ensure that all safety protocols are followed for the safety of staff and campers.
- In coordination with the ED and relationship Manager oversee all rental groups. Ensure that the facility is ready to receive guests and that you or a designee is on camp to assist as needed when a rental group is present.

American Camp Association (ACA)

- Brantwood provides a membership and requests active participation in the membership organization through National ACA and our New England office.
- Attend workshops and conferences and participate in online/virtual training as appropriate.
- Become familiar and adhere to all ACA standards to ensure accreditation is maintained.
- Prepare for ACA visits every 5 years with proper documentation and staff training in collaboration with the ED and Senior Staff.

Work Schedule

- Summer season – physically live on camp in provided housing from June 1 – August 31.
- Be on-site for rental groups in the spring and fall.
- Non-summer – Office in Peterborough with the opportunity to work remotely.
- Two – four face-to-face meetings monthly with staff, sponsors, or others September – May.
- Weekends and evenings are required as needed.

Job Requirements

- Must have reliable transportation.
- Must be able to lift 50lbs.
- Must be able to work outside in inclement weather for extended periods of time and be able to stand for long periods and traverse uneven terrain.

THE IDEAL CANDIDATE

While we recognize that candidates may not possess all the following qualities, ideal applicants will exemplify a number of these attributes, skills, experiences and will have the capability to oversee the Camp Operations for Brantwood.

Knowledge of the Field

- An understanding of the values, tradition, and culture that drive Brantwood.
- Experience as a senior counselor or camp/program director at an overnight summer camp.
- Grounded in youth development principles.
- A working knowledge of quality program development and implementation.

A Seasoned Manager

- Five plus years of management experience with a proven record of success.
- Excellent supervisory skills, with the empathy and skill to develop and lead a collegial team.
- Experience managing risk and problem-solving.
- Database and office related software technical proficiency.

Effective Communicator

- Excellent analytical, marketing, writing, and presentation skills.
- Working knowledge of social media.

Facilitative and Open Leader

- Ability to work independently and extended hours in the summer.
- Values creating a strong committed camp community and is highly collaborative.

- A good sense of humor and one who likes to have fun and laugh.
- A desire to learn new things and grow as a professional in the camp industry.

Education

- Minimum bachelor's degree with advanced degree preferred.

APPLICATION GUIDELINES

Candidates must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of Brantwood. Final candidates will be asked to provide 2 professional and 1 personal reference. Applications will be accepted until the position is filled. Send required documents to Executive Director, Amy R. Boyd at aboyd@brantwood.org.

Salary is commensurate with experience, with a base salary of \$70,000. Excellent benefits include medical, dental, vision, paid time off and a retirement plan.

For Brantwood We Stand

The Five Ideals:

Honesty, Loyalty, Cooperation, Good Sportsmanship, and Unselfishness