

Brantwood Camp Seeks Camp 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 16 to 18-year-olds in a leadership training program. Brantwood is seeking a dynamic, passionate, skilled, and experienced professional to serve as the Camp Director.

About Brantwood

For over 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 15 days each, with approximately 80 seasonal staff including a Director of the Girls' Camp and a Director of the Boys' Camp. A portion of Brantwood's campers come through community-based sponsoring organizations in the Northeast. Brantwood does not turn away any child due to a family's lack of ability to pay.

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 Camp 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 skills, open-communication, flexibility, creativity, and organization. The ideal candidate brings energy and passion to the position and is well-versed in overnight summer camping, youth development, and people-management. The ideal candidate is one who values existing traditions and works collaboratively with the ED and senior leadership team to introduce new elements that are rooted in the camp traditions and helps position the program for the future.

In concert with the ED, the Camp Director will build a sustainable leadership team that meets today's needs and runs the organization effectively.

Brantwood is committed to diversity, equity, and inclusion across the organization's programs, staffing, practices, and culture.

A year-round center of operations is located in Peterborough, NH during the non-camp period. Camp is located in Greenfield NH, about 20 minutes from the office in Peterborough.

Camp 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.
- Ensure best practices and safety for campers and staff.
- Work with ED to ensure that items on the monthly task list are completed throughout the year.

Staff Hiring, Retention and Training

- Lead the initiative to recruit, interview and hire staff in collaboration with the ED and Office Manager.
- Work with ED to encourage multi-year retention of staff through regularly scheduled in person/online live events, social media, and other avenues.
- 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.
- Plan and supervise the counselors-in-training (CIT) leadership training program.
- Support a healthy work environment where staff strive for success and are supported through open communication, evaluation, and fair treatment.
- Supervise, evaluate, and encourage 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.
- 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.
- Ensure that Brantwood is the right fit for prospective campers and suggest alternatives for campers who might not benefit from the program offered at Brantwood.
- Aggregate and share camper information with each camp's director to help them better understand and support their campers before the start of each session.
- Assist in developing and maintaining databases, software, website, and social media sites.

Sponsor Organizations

- Travel to sponsoring organizations to give presentations and provide information to sponsors, parents, potential campers, and potential staff members.
- Identify and develop new sponsors and maintain ongoing sponsor relationships throughout the year.

Transportation, Facility and Rental Groups

- Coordinate opening and closing of camp facilities and oversee general maintenance of the facility.
- 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 not 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 Office Manager recruit off-season rentals.
- Oversee all rental groups and ensure that the facility is ready to receive guests.

American Camp Association

- Attend workshops and conferences through National ACA and our New England office.
- Become familiar with, and adhere to, all ACA standards to ensure accreditation is maintained.
- Prepare 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 from May 1 - Rental Season
- Physically live on-site during rental groups in the spring and fall.
- Non-summer – Office-based in Peterborough, with the option of a hybrid work schedule.
- Two to four face-to-face meetings monthly with staff, sponsors, or others September – May.
- Weekends and evenings are required as needed.

Job Requirements

- Live within a 45-60 min driving radius of Camp
- Have reliable transportation and a valid driver's license.
- Ability to lift 50lbs.
- Ability to work outside in inclement weather for extended periods of time and be able to stand for long periods and traverse uneven terrain including hiking nearby mountains with campers.
- Perform all other duties as assigned.

The Ideal Candidate

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

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.
- Highly collaborative.
- Sense of humor.
- A desire to learn and grow as a professional.

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. Applications will be accepted until the position is filled. Send required documents to Executive Director, Amy Willey at awilley@brantwood.org.

Salary is commensurate with experience, with a range expectation of \$70 to \$80K. Excellent benefits include medical, dental, vision, Paid Time Off and a retirement plan.

Brantwood is an Equal Employment Opportunity and Affirmative Action Employer. It encourages a broad range of applicants, including candidates from diverse backgrounds and cultures.