

**Camp Haiastan of The Armenian Youth Federation, Inc.**  
**Franklin, MA**  
**2010 SEASONAL JOB DESCRIPTION: CAMP DIRECTOR**

**Responsible To:** Executive Director and Board of Directors

**Desired Qualifications:**

- At least 25 years of age.
- Minimum Bachelors degree (Masters Degree preferred) in camp administration, recreation administration, teacher education/administration or related youth development field.
- Camp Director course certification by the American Camp Association.
- At least one season of camp administration experience (i.e., Ass't. Director, Head Counselor) at Camp Haiastan.
- At least two seasons of non-administrative camp staff experience at Camp Haiastan.
- Ability to supervise staff and campers.
- Ability to plan, originate, organize and carry out daily and special programs.
- Fluent in Western Armenian language.
- Basic knowledge of Armenian culture, including but not limited to history, current events, customs, music and arts,
- Certified in Red Cross Lifesaving, CPR/AED and First Aid.
- Certified Swimming Pool Operator.

**General Responsibility and Expectation:**

- Understand, identify, define and carry out the mission and goals of Camp Haiastan (please see attached statement of Camp Haiastan's mission and goals).
- To plan, direct, and supervise all camp programs and staff over a 9-week season.

**Specific Responsibilities:**

1. Understand the camp's mission and goals and plan programs to reflect them.
2. Assist the Executive Director in carrying out a system of recruiting campers and staff.
3. Assist the Executive Director in preparing and conducting Staff Training and Orientation.
4. Assist the Executive Director in supervising the operation of camp's Health Center and Food Service.
5. Assist the Executive Director in establishing and maintaining excellent communication with camper parents and families.
6. Set and supervise established Summer Office procedures, opening and closing procedures for staff and campers. Enhance procedures where and when necessary.
7. Function with and/or enhance established routines, schedules, and procedures for camp operation.
8. Assign staff activities and other responsibilities.
9. Assign staff and campers to cabins and/or groups.
10. Supervise and evaluate all administrative, counseling, program and operations staff.
11. Maintain and review records and evaluations of all programs, operations, facilities and staff.
12. Prepare an evaluation and summary report of current season including inventories, staff evaluations, camper reports and recommendations for the following season.
13. Function with and monitor crises management plan, including emergency procedures.
14. Organize and/or approve field trips out of camp for program, supplies, and crisis management.
15. Monitor safety and all safety procedures as they pertain to the complete supervision of all campers and staff.
16. Promote an atmosphere for developing good morale and well being among the camp family.
17. Attend 4 Board meetings and planning sessions during the off-season as directed.
18. Attend planning meetings and professional development conferences with Executive Director and/or Administrative staff during the off-season as directed (travel stipend available).
19. Assume Mandated Reporter function as mandated by Massachusetts Law.
20. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**APPLICATION DEADLINE FEB. 28, 2010**

2010 Seasonal Job Description: Camp Director cont.

**Essential Functions:**

- Ability to communicate and work with a variety of age groups.
- Ability to establish and maintain communicate with camper parents and families without hesitation for a variety of reasons.
- Ability to observe staff and camper behavior, assess its appropriateness, convey and enforce all camper and staff rules and regulations and apply behavior-management techniques.
- Visual and auditory ability to identify and respond to all program and activity instruction and content for adherence to lesson plans, general plans, safety procedures, proper supervision, and appropriateness to the overall mission and goals of Camp Haiastan.
- Visual and auditory ability to identify and respond to all support operations for adherence to assigned plans and procedures, general plans, safety procedures, proper supervision, and appropriateness to the overall mission and goals of Camp Haiastan.
- Ability to prioritize Camp Director's function over any and all prior personal relationships that may pre-exist with campers or staff members.
- Direct and oversee the Staff-In-Training Program.
- Proficiency in MS Office applications, Internet and email.
- Ability to put the needs of others before your own.
- Ability to understand and identify right and wrong and stand up for what is right even though you may not be popular.
- Ability to initiate and direct conflict resolution techniques.
- Ability to work hard for long periods of time.
- Ability to speak clearly and confidently to individuals, small groups and large groups.
- Ability to be constructive and caring with criticism and generous with praise and encouragement.
- Possess a genuine sense of humor.

**Remuneration:**

- Approximate nine-week salary range of \$8,000 - \$10,000 (pre-tax) payable in four installments. Salary is commensurate with qualifications and experience.
- Lodging and meals (value of \$450 per week). Consideration given for spouse and/or children.
- One 24-hour day off each week.
- Access to Camp Health Center and Registered Nurse, camp laundry machines and camp owned vehicles.
- Directors and Officers liability insurance coverage.

**Employment Contingencies:**

- Submission of Massachusetts CORI, SORI and your local police department background checks that reveal no previous or pending criminal activity.
- Submission of all required pre-employment documentation, including proof of good health.

**To Make Application or Inquire:**

Contact: Roy Callan, Executive Director  
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Franklin, MA 02038  
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Email: haicamp@verizon.net  
Web address: [www.camphaiastan.org](http://www.camphaiastan.org)

Additional contacts (Board of Director Search Committee):  
Levon Attarian: 401 726-1861 [levonattarian@gmail.com](mailto:levonattarian@gmail.com)  
Simone Topouzian: 248 851-1685 [hye33@comcast.net](mailto:hye33@comcast.net)  
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Franklin, MA November, 2004**

**THE MISSION OF CAMP HAIASTAN IS:**

- **To be a vehicle for the preservation of Armenian culture, heritage & identity for Armenian youth in the U.S. and worldwide.**
- **To be a healthy, safe & wholesome residential camping environment.**
- **To be affordable to all Armenian families.**

