

EXECUTIVE DIRECTOR

Job Description

Essential Duties & Responsibilities:

Leadership

- Lead the organization's operations, coordinating the work of staff to deliver high quality programs and experiences in line with Camp Soles's mission.
- Embody and lead Camp Soles's culture of fostering confidence, developing exceptional role models, and building strong values.
- Work with Board, staff, and stakeholders to improve the quality, efficiency, and impact of programs and initiatives.

Operations Management

- Oversee all non-profit business office functions, including IT oversight, website management, vendor contracts, and all day-to-day operations.
- Work with the Board on budget planning and compliance.
- Comply with required financial management and reporting functions, including budget, insurance, rate structure, and tax reporting.

Program Management

- Ensure the highest quality camp experience for individual campers and groups.
- Adhere to youth-serving mission with a focus on measurable goals of independence, relationship-building, responsibility, and confidence.
- Lead program planning with key personnel and appropriate Board members to ensure all Camp's activities reflect the culture of Camp Soles.

Human Resource Management

- Recruit and manage staff for year-round operation.
- Supervise key senior positions to include Summer Director; Office Manager; Kitchen Manager and Property Manager
- Oversee staff training.
- Organize volunteers to help with camp operations and activities.



Camp Soles Vision:

To transform one camper at a time by building friendships, developing character, and creating memories.

Reports To:

Camp Soles Board

Authority:

Within the policies and directives of the Board of Directors, the Executive Director will have authority to provide fiscal and property management, visionary leadership, and direct supervision to year round staff.

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 campsoles.org

 Rockwood, PA

Facility Management & Accreditation

- Maintain American Camp Association accreditation.
- Maintain compliance with all federal, state, and local regulations and requirements.
- Ensure the facility operates safely and effectively, while safeguarding and maintaining its natural environment.
- Ensure the Property Manager undertakes all required routine maintenance and repairs.
- Work with the Owner and Board on planning and implementing special maintenance, repair, and improvement projects to protect and enhance the campus.

Marketing

- Develop and implement a marketing strategy to fill Summer Camp; recruit new campers and guests and develop additional opportunities for off-season weekends and special events.
- Ensure that revenues meet targets.
- Work with the Board to solicit volunteer support for marketing and promotion efforts.

Fundraising

- Develop and implement a fundraising strategy.
- Work with the Board Fundraising Team to solicit contributions.
- Identify new donors and maintain relationships with existing donors.

Strategic Planning

- Develop systems and formal decision-making processes.
- Oversee strategic planning, building upon camp's existing procedures and experience.
- Implement strategic and creative planning objectives in operations.

Relationship Building & Outreach

- Build professional contacts within camp industry.
- Develop support from local and regional organizations.

Minimum Qualifications

- Commitment to the values and philosophy of Camp Soles.
- 5 years experience in management or leadership.
- 3-5 years experience in the non-profit sector.
- Proven skills in organization and supervision.
- Demonstrated operational, people, and management skills.
- Experience with building relationships to work with volunteers, donors, and stakeholders.
- Demonstrated competence with financial systems and reporting, especially with non-profits.
- Passion for and knowledge of camp and retreat industry and operations.