



110 Winn St Ste 207
Woburn, MA 01801
888-226-6733

Summer Director

Emagination Computer Camps is looking for an experienced Camp Director to lead our largest camp, located at Bentley College in Waltham MA. The camp includes up to 235 campers (50% day, 50% overnight) per two-week session and a staff of 30-40. The director position does not require you to be an expert in computers, but you should have basic computer literacy skills and an interest in technology.

Since 1982, our camps have combined the wonder of technology with the activities and lifetime benefits of a traditional summer camp. Our camps attract boys and girls ages 8-17 who love computers and digital technologies. They come to our suburban campus locations from across America and around the world. Campers enjoy technology workshops in topics such as web design, game design, animation, programming languages, building a PC, building Lego robotics, building rockets and more. The Emagination recreation program includes swimming, outdoor games, indoor games and clinics in basketball and soccer. Learn more at our web site www.computercamps.com.

Director Reports To: Camps Director

Responsibilities

Include:

- Lead and coordinate all aspects of the camp to ensure its successful operation.
- Organize and conduct the Counselor Orientation and Training program.
- Train counselors and assistant directors in camp policies and procedures.
- Oversee camp counselors and assistant directors—lead, motivate, supervise and discipline as necessary.
- Manage counselors' effectiveness in caring for campers.
- Oversee camp Nurse
- Oversee counselor scheduling and ensure successful teaching of workshop curricula.
- Implement and oversee camp policies and procedures governing camper life and conduct.
- Ensure the maintenance of good camper behavior and order in all camp activities.
- Ensure compliance of campers and employees with Camp Rules.
- Ensure compliance with American Camping Association Standards and applicable State and Local regulations.
- Report to Camps Director any conditions that, in your judgement, adversely affect the reasonable safety and security of campers or employees.
- Responsible for the tracking and security of camp inventory (e.g. computer equipment and supplies, software, games, recreation equipment etc.).
- Keep track of meal consumption per contract with foodservice supplier.
- Act as liaison between the camp and campus personnel.
 - Ensure that the camp complies with campus rules and regulations.
 - Ensure that the camp receives the services provided for in its lease.
- Oversee the setup, breakdown and closing of the camp.

- Act as liaison between the camp and the parents of campers to resolve any camper/parent issues.
- Perform any other duties necessary for the successful operation of the camp.
- Report daily to the Camps Director regarding operational or other issues.
- Live on Campus

Dates: Move in to campus starting June 14th. Move out complete August 17th.
Director should start June 9th and/or be available for part time hours starting at the end of May.

Qualifications: Several years experience as a successful children's camp director.
Demonstrated experience at, training and managing staff.
Demonstrated leadership skills.
Strong administrative and communication skills.
Familiarity with and comfort using computers.
Desire to work hard in a demanding and fast-paced environment.

Compensation: A competitive salary based on experience.

Next Steps: Interested candidates submit a resume and brief cover note by fax to 781-933-0749 or via e-mail to jobs@computer camps.com. Be sure to write "Summer Camp Director" in e-mail subject line.