

FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB ROLE

Director, Summer Camps

12 Month Appointment

\$500 Monthly Pay

GENERAL STATEMENT OF JOB

The FSCJ Director, Summer Camps serves as the leader for the College's summer camp activities (FSCJ CampUS). This year-round position is responsible for working collaboratively with the Executive Leadership Team, administrators, faculty, and staff as an advocate for summer camp programs. The charge for this role is to provide leadership in developing and implementing a cohesive summer camp program. This role also requires oversight of the summer camp activities and to serve as an advocate for service and to resolve issues.

DUTIES AND RESPONSIBILITIES

Performs the duties and responsibilities as the summer camp director. In addition, the Director, Summer Camps will assume the responsibilities in addition to their current primary full-time exempt position.

Represents the FSCJ CampUS within the surrounding community as necessary.

Provides regular communication of summer camp programs, initiatives, and goals.

Coordinates upcoming camp season including calendar, operating procedures, and camper registration.

Oversees the daily operation of the summer camps and manages the overall health, safety, and welfare of the campers and staff.

Coordinates Summer Camp registration, information, and setup.

Coordinates appropriate safety and regulations for camp leaders.

Establishes an operating budget and controls expenditures.

Coordinates with marketing to promote summer camps.

Provides regular updates or reports on camp development, schedule, and the camper registration process.

Performs other duties as assigned to support FSCJ CampUS.

PERFORMANCE EVALUATION

Evaluation will be based on program development and implementation

SUPERVISION RECEIVED

Oversight supervision is provided by the Vice President for Strategic and Institutional Effectiveness.

MINIMUM QUALIFICATIONS

Must be currently serving in a full-time exempt position.

Effective: July 1, 2024