



## **Camp Director Application for Camp Enchantment New Mexico (CENM)**

### *About CENM and Camp Superstars*

Camp Enchantment is a week-long residential camping experience for children ages 7 through 17 with cancer or who have completed treatment for cancer. The camp is held at the Manzano Mountain Retreat in Torreon, New Mexico. The staff to camper ration is 1 adult to 2 campers and the staff leading the activities are trained and experienced instructors. Campers are given the opportunity to participate in a variety of developmentally appropriate activities such as swimming, kayaking in the pool, high ropes course, arts and crafts, fishing, archery, geocaching, overnight trekking, outdoor cooking, dance, and photography. CENM is usually held the week starting Memorial Day weekend.

Camp Superstars is a four-day residential camp for siblings aged 9-18 years held in South Eastern NM. The staff are dedicated to comforting, encouraging, and empowering siblings during their family's struggles with childhood cancer. Camp Superstars is usually held in September or October.

### **Camp Director Criteria:**

- Minimum age of 25 years
- Minimum of 3 years of camping experience
- Bachelors degree in camp administration or related degree
- Director certification by the American Camping Association preferred
- At least three seasons of camp administrative experience (ie, unit leader, lead counselor)
- Must be able to attend all days of camp.
- Must have two references and pass a criminal background check.
- Must have excellent supervisory skills, both for staff and campers
- Must create, plan, organize and carry out daily and special programs
- Preferred but not required – Current CPR and first aid certifications
- Have Basic Camp Director certification

### **Specific Responsibilities**

- Plans and participates in the camp program, considering the needs of campers.
- In conjunction with the Treasurer, develops camp budget, and makes clear to camp committee their fiduciary responsibilities.
- Assists in the selection of counselors and conducts interviews with applicants.

- Know the current American Camping Association's (ACA) standards and oversee the process of meeting these standards every year, not just accreditation years
- Develop and implement a risk management system to protect CENM, the participants and staff
- Develop or update the staff training manual
- Recruit campers with a goal to increase the number of campers by 10% each year.
- Design and implement a staff organizational plan. Review and modify existing job descriptions and personnel policies.
- Consults with those responsible for various areas to determine an adequate supply of equipment for the camp and its programs.
- Supervises assigned non-medical staff members and evaluates performance at the end of the camp session.
- Carries out the direct responsibility of major disciplinary action of assigned staff and campers.
- Determine how to reach the various constituents/target populations
- Revise/update camper and staff applications
- Knows the camp site and the program possibilities of the camp site.
- Sees that health, safety, security, and other standards are maintained and observed at all times.
- Ensures that all camp policies, including Medical Guidelines, are followed.
- Reviews all evaluations for camp, by campers, parents and staff.
- Prepares a Camp Director's report for the Board of Directors.

**Contact Information**

Name:

Date of Birth:

Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell Phone:

Email:

**Employer Information (if applicable)**

Company:

Title:

Job Responsibilities:

Supervisor's Name: (if applicable)

Supervisor's Contact Information:

Phone Number:

Email:

**Education Information:**

Please attach a resume or CV with education information.

**Please use a separate document to answer the following questions.**

1. Why do you want to be Camp Director for Camp Enchantment
2. Describe previous camp volunteer experience and/or experience as a camper. (Please include location, dates, and positions held.)
3. Please list any leadership/youth volunteer experience.
4. List your special talents or skills that you may be able to share or to teach.
5. Please include copies of any certifications with the application, for example Red Cross Lifeguard Training, Archery, CPR, Canoeing, etc.
6. Have you had any supervisory experience either as a volunteer or employee? Please describe.
7. Do you or has anyone in your family had cancer? If yes, describe.
8. Have you had experience with conflict resolution? Please describe.

**Please list two non-family member personal references:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_