

Operations Director

Summary: The Operations Director is responsible for the support of Madeira Camp's overall operation, including Camp Greenway and Girls First. The Operations Director works with all camp staff to help organize and maintain equipment, supplies, inventory, food, paperwork, facilities, and storage. In addition, the individual will manage the camp office, camp communication with parents, staff, and partners, and supervise a small team responsible for social media and Extended Day programming.

Commitment: This is a seasonal, summer position. This individual must be available for all 8 weeks of camp and 7 days of staff training.

Minimum Requirements: Bachelor's Degree (or equivalent experience) required. Leadership, camp, or administrative experience preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Assistant Camp Director, Camp Director

Specific Responsibilities:

- Serves as the main source of communication between parents and Madeira Camps; answers the phone; manages email inbox; interfaces with parents in-person; helps direct staff questions and concerns.
- Ensures a steady flow of communication between families and counselors and vice versa.
- Creates group binders which include emergency contacts, allergies, attendance, schedules, etc.
- Maintains daily camper and staff systems including attendance, distribution of messages to staff, campers, and parents, schedules, radios, snack distribution, and first aid supplies.
- Communicates with Camp Directors from Riding Workshop, Camp Greenway, and Girls First regarding any changes to camper enrollment including documentation of any financial differences in camper accounts.
- Creates and disseminates CampBrain reports as needed.
- Liases with vendors to provide necessary information.
- Supervises the Extended Day/Social Media Coordinator.
- Manages all Madeira Camps social media accounts in conjunction with the Extended Day/Social Media Coordinator.
- Develops and maintains innovative Extended Day programming with the Extended Day/Social Media Coordinator.
- Maintains consistent and strong organization in the camp office (both virtually and physically).

- Facilitates the closing of camp processes.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends staff training, morning meetings, weekly leadership meetings, and clean-up days.
- Assists with morning drop off and afternoon pick up.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the space on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.