



## Job Opportunity: Camp and Youth Development Director

Friends of the Middlesex Fells (FOF), a dynamic and growing non-profit organization working to promote the conservation, appreciation, and sustainable enjoyment of the Middlesex Fells Reservation, is looking for an energetic, creative, and entrepreneurially-minded individual to lead our outdoor education and summer camp programs. If you have a background in developing outdoor education programs for youth and enjoy the challenges of designing programs, mentoring staff, and making a difference in the lives of youth, we want to hear from you.

### Summary of Responsibilities

- Fells Forest Camp Director: Lead the planning and execution of our summer day camp program.
- Non-Camp Youth Programs: Partner with the Executive Director (ED) to develop and deliver new youth programs outside of the camp season, including a new Fells Kids after-school program.
- Volunteer-Led Programs: Coordinate and support volunteer-led education programs in the Fells.

### Specific Responsibilities

#### Fells Forest Camp Director (65%)

- Direct all camp operations, including programming, budgeting, human resources, supplies, licensing, and communications.
- Refine and expand camp operations documentation, ensuring compliance with all state regulations, including risk management, emergency procedures, and health and safety-related protocols.
- In collaboration with the Executive Director (ED), develop an operating budget for summer camp and continually monitor performance to budget.
- Refine and improve camp programming/activities for the 2022 summer camp season and beyond.
- Develop communications to promote the camp and deliver operational information to camp families throughout the camp season.
- Inventory and procure all supplies necessary to operate camp.
- Update, deploy, and continually manage online camp registration processes, including receipt and review of all required medical/health records, registration change/cancellation requests, and refunds.
- Interface with Department of Health staff and prepare all documentation for inspection and licensing.
- Manage relations with camp location staff (currently Medford High School).
- Develop camp counselor training program, including state-mandated training, experiential instruction methods, and natural history content.
- Secure sufficient coverage in health care staff and their implementation of the health care plan (i.e. health care supervisors, healthcare consultant, camp nurse).

- Recruit, hire, supervise, schedule, and evaluate camp counselors (approximately 20 seasonal staff each summer).
- Mentor camp staff throughout the camp season to ensure a high-quality camp experience.
- Directly supervise all camp programs and ensure they are delivered safely, effectively, and in-line with our stated outcomes.
- Solicit and analyze input from camp families and staff regarding the quality, safety, and enjoyment of camp programming to inform continual improvements.

### **Fells Kids After-School and Other Non-Camp Youth Programs (25%)**

- Design the programming to be offered in the new Fells Kids after-school program.
- Develop relationships with after-school program partners, including identifying new partnerships.
- Develop other non-camp youth programs (such as school vacation or weekend family programs).
- Create a staffing plan for implementing after-school and other non-camp programs.
- In partnership with the ED, identify and secure funding partners to sustain and expand non-camp youth programming.

### **Volunteer-Led Programming and Other Duties (10%)**

- Lead the work of the Education Committee, including setting agendas, leading meetings, and tracking progress on projects.
- Support communications by writing blog posts and updating website content to inform the public of activity and achievements relating to camp and other youth development programs.
- Other duties as assigned by the ED.

### **Basic Qualifications**

- Must have a valid driver's license and a reliable vehicle.
- Must be able to work periodic weekend and evening events.
- Demonstrated experience in the planning and delivery of outdoor nature education programs.
- Professional and/or academic background in early childhood education and experiential outdoor education.
- Experience in administrative management of camp programming including excellent verbal and written communication skills.
- At least three years of experience in a supervisory role in a camp setting preferred.
- Proven leadership experience in motivating and managing people.

### **Additional Qualifications**

- Deep commitment to the conservation and sustainable management of the Middlesex Fells.
- Must have attention to detail, and be able to independently pivot between competing priorities.
- Ability to relate to people with different backgrounds and life experiences and exercise cultural humility and inclusion.
- Proficiency with Google Workspace (Gmail, Docs, Sheets, Slides, Drive, Calendar), event scheduling software, and database management.

## **Compensation and Benefits**

This is a full-time, exempt position. The salary range is \$45,000-\$50,000, depending on experience/skills. Benefits include health expense reimbursement, paid vacation, holiday, and sick leave.

## **Location**

This position is located at our Forest Camp location in Medford from June through August. Outside of the camp season, this position will work primarily remotely, and will have access to a small shared office space in Melrose, Massachusetts.

## **Diversity and Equal Opportunity**

Friends of the Middlesex Fells embraces diversity and equal opportunity. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. We are an equal opportunity employer and we encourage applications from people of color, LGBTQIA+ people, people living with disabilities, military veterans and other under-represented populations.

## **How to Apply**

Your application must include a resume and cover letter. Send your materials to [jobs@fells.org](mailto:jobs@fells.org) with the words “Camp and Youth Development Director” in the subject line. Candidates chosen for interviews will be contacted, interviews will begin immediately, and the position will remain open until filled. No phone calls please.