



Tools for Peace Teen Camp Director

The Tools for Peace Camp Director is responsible for the planning and on-site management of our weeklong summer camp. The Tools for Peace Annual Summer Teen Camp is an extension of our ongoing in-school program and offers youth 12-16 a transformative weeklong experience rooted in practicing mindfulness, learning meditation, and cultivating compassion in the beautiful mountains of Tehachapi, CA. The position involves travel between our Pasadena office and camp facility in Tehachapi.

As the Camp Director, you will be responsible for supporting the mission of the camp, by ensuring that camp runs smoothly and efficiently and is a positive, enjoyable experience for everyone. You will manage summer camp logistics, ensuring a seamless week for all parties. This is an ideal job for someone highly organized and highly personable.

At our Pasadena office, the candidate will report to the Program Manager, and will be responsible for:

- Camp promotion and update of promotional materials
- School, organization, parent and camper recruitment and outreach
- Managing the registration process, including updating, assembling, and inputting the registration and medical forms
- Oversee the database management for campers, families, alumni, and donors.
- Assembling materials for staff and peer mentor online training
- Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, first aid etc
- Budget tracking
- Tracking supply inventory
- Supply shopping
- Manage and review of food service program.
- Booking outside services and transportation
- Assign camper and staff lodging

At our camp facility in Tehachapi the Camp Director will be responsible for:

- Facility set-up and take-down, including volunteer management
- Daily schedule and staff management
- Coordination with outside service providers
- Advance set-up of each camp activity
- Supervise camp nurse and ensure sufficient first aid supply
- Oversee the management of the food service area through supervision of camp chef
- Implementing emergency plans
- Parent communication when needed, in consultation with Camp Nurse and Program Manager
- General problem solving

Eligibility:

To apply, you must meet the following criteria for consideration:

- Bachelor's Degree in liberal arts, social sciences, recreation management, or equivalent
- First Aid and CPR training
- Physical ability to move about the camp property in various environmental conditions
- Personal mindfulness practice a plus
- Ability to work both independently and with the team
- Enjoys working with kids/teenagers
- Must have a sense of humor and ability to connect with youth at their level
- Must be flexible and adaptable, able to respond to changing needs of the camp, allowing campers and staff to help shape the process
- Must have reliable transportation
- Required to read, write and speak the English language
- Secondary language such as Spanish or Chinese is a plus, but not mandatory
- If accepted, the applicant will need to complete a background check and TB test
- Proficient Microsoft Office, Google Docs and DropBox

Terms:

Ideally May 4, 2015 - August 28, 2015. Hours will be lighter in May and June. We are flexible with the start date.

Salary range based on experience:

Applications are considered on a rolling basis until the position is filled.

To apply, please send:

- Current resume or CV
- Cover letter outlining your interest
- 2 letters of reference or contact information for 2 references
- Completed Camp Director application form

Please email your resume, 2 letters of reference or contact information for 2 references, your completed Camp Director application form and cover letter to **jobs@toolsforpeace.org** stating why you are passionate about this opportunity. *We will contact applicants who we would like to move forward with.*