

**COA Youth & Family Centers**  
**Camp Helen Brachman Director**

**Job Description**

Department: Camp

FLSA Status: Exempt

Reports to: Executive Director

Salary: \$80,000 plus benefits

Driver Status: COA Vehicles and Personal Vehicle

The position requires: a valid Wisconsin driver's license, an acceptable driving record, and adequate personal auto insurance

**Summary**

This position provides vision and direction for Camp Helen Brachman (CHB) that includes supervision of staff and the management of camp day-to-day operations such as rental groups, long-term facilities planning and maintenance, financial planning, environmental stewardship of the grounds, and the cultivation of relationships with program partners and the extended community of camp supporters. This position is a full time, year round position eligible for benefits. Modest housing on camp property is provided for the position. *(The position is required to reside onsite whenever camp is occupied overnight.)* Camp Helen Brachman is located in Almond, WI.

**Main Job Responsibilities**

Ensure a safe and fun experience for all campers!

**Leadership**

Goal: support staff to reach their greatest potential

- Demonstrate a leadership style focusing on communication, coaching, and support but is willing to implement corrective action appropriately as needed.
- Regularly meet with direct reports and follow a performance development system. Create a culture that embraces feedback.
- Identify areas of professional development needed and work to develop, schedule, and facilitate training.
- Support Assistant Camp Director in recruiting and hiring seasonal staff

Goal: consistently enforce agency policies and procedures

- Be able to answer questions about policies and procedures
- Communicate details, rationale, and plan of action of agency-wide decisions

**Program**

Goal: operate programs that are high quality, innovative, and emotionally, socially, and physically safe for participants and meet all requirements

- Implement and monitor systems to ensure fidelity to regulatory standards and grants.
- Develop and maintain efficient systems for tracking and documentation.
- Work with Camp Registrar to recruit and enroll campers.
- Role model child behavior management through positive reinforcement, redirection, and parent involvement as per COA philosophy, ACA best practices, and knowledge of Trauma Informed Care.

**Facilities/Operations**

Goal: ensure safe, well-functioning operations that meet applicable standards.

- Standards include but are not limited to: OSHA, federal/state/municipal codes, licensing/accreditation requirements, American Camping Association, Wisconsin ATCP.78, etc. And maintain up-to-date knowledge of the aforementioned.

- Work with the Property Manager and develop and maintain a plan that includes long range goals and objectives as well as regular, scheduled annual, monthly and weekly maintenance plans
- Coordinate usage of facilities for internal camp program offerings, rental groups and special events.

Goal: ensure Food Program is run efficiently and correctly

- Standards include CACFP/SFSP requirements. Maintain up-to-date knowledge of such.
- Step in as Cook as needed

### **Finance**

Goal: ensure sound fiscal management of camp

- Work with the Executive Director and Finance Director to develop annual budgets
- Maintain oversight of such budgets: monitor budget on a monthly basis, approve expenses and follow financial processes
- Ensure grant and program reporting is completed accurately and in a timely manner.

### **Partnership/Collaboration**

Goal: leverage available resources to provide the best experience for staff, participants, visitors, etc.

- Collaborate with other COA departments
- Cultivate and maintain collaborative relationships with partner organizations throughout the neighboring counties and the local community.

### **Other**

- Role model appropriate behavior at all times. This includes developing and maintaining appropriate professional relationships with vendors, youth, colleagues, parents, facilitators, community members, etc.
- Meet and document continuing education requirements for self.
- Stay current with camp best practices.
- Represent the agency appropriately.

### **Qualifications**

#### **Education/Knowledge/Experience**

- Bachelor's degree in Recreation, Human Services, or Social Work preferred.
- Minimum of three years of administrative and management experience at a resident camp (camp operations and maintenance, program development and implementation, personnel, etc.)
- Minimum of three years of program experience working with urban children and their families.
- Experience cooking in an industrial kitchen for at least 60 people at a time. Knowledge of CACFP/food service oversight and implementation. SafeServ Certification.
- Strong budget management skills.
- First Aid, AED, & CPR Certification
- Knowledge of DHS 175, OSHA, and ACA standards

- High proficiency in office software, especially Excel, Google suite, video conferencing, etc.
- Minimum of 25 years old with a valid United States driver's license with an acceptable driving record.

**Skills/Personal Qualities/Attitude**

- Embody COA's mission and core values.
- Maintain confidentiality
- Excellent organizational and administrative skills; extremely detail oriented
- Effective interpersonal skills to develop strong working relationships. Cultural competency. Respect for diversity of all types.
- Must be a self-sufficient problem solver and decision maker
- Strategic thinking with ability to plan short to long term
- Fundraising skills: proven experience and success in the development of fundraising programs and in the direct cultivation and solicitation of donors.
- Love of outdoors and being active as well as a passion for camp.

**Physical Requirements / Working Conditions**

The physical requirements of this position are:

- Capable of modeling and maintaining appropriate and sustained mental, emotional, and social interactions in the constantly changing, youth-centered, and community-living camp setting.
- Ability to work outdoors in a variety of weather conditions including extreme heat and cold.
- Ability to stand and sit for long periods of time.
- Ability to walk long distances.
- Ability to climb stairs and uneven surfaces.
- Ability to lift and move at least 40 pounds.
- Ability to handle exposure to heat and chemicals from ovens, stoves, dishwasher, etc.
- Ability to move quickly and appropriately in an emergency.

The work environment is an outdoor camp environment. This means that the person will spend much time out-of-doors that can mean exposure to extreme hot and cold weather. It also involves various activities with youth and families requiring the ability to respond quickly to changing situations. This position requires evening and weekend work on a regular basis. A typical workweek during the off-season may include early morning, late afternoon, weeknights and occasional weekend events. Due to summer camp, this person will have extremely limited time off from mid-May through mid-August.

These characteristics described are representative of those an employee encounters while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The above is intended to describe the general content and requirements of this job. It is not meant to be construed as an exhaustive statement of duties, responsibilities or requirements. In other words, all other duties as assigned.

**COA Youth & Family Centers  
Camp Helen Brachman Director**

**Job Description**

To apply, send cover letter and resume to:  
Dr. Amy Rowell, [arowell@coa-yfc.org](mailto:arowell@coa-yfc.org)