Camps Director-Job Description

General Responsibilities

Host various camps and conferences in conjunction with Events Staff as they utilize the HCU campus facilities during the summer months.

Supervise all Camps Assistant staff.

Present the HCU campus to prospective students, parents, and future partners of the University and be an official liaison between the university, and campus guests.

Qualifications

Be a student in good standing with the University.

Display a servant-hearted mind-set and a positive attitude.

Demonstrate good organizational and communication skills throughout all duties of the position.

Demonstrate strong customer service and interpersonal skills.

Demonstrate punctuality in all given tasks.

Duties & Responsibilities

Conduct training for all Camps Assistants.

Conduct weekly meetings with Camps Assistants to go over any needed information.

Run check-in for all camps, go through their keys with them, go on a walk-through of all rooms to assess for damages before any camper's stay, give them a rundown of their stay on campus, and offer excellent customer service.

Perform a walkthrough of all the rooms being used before the camps stay to check for any damages in collaboration with university maintenance, residential life, and custodial services.

Put in maintenance requests as needed.

Attend to needs of camps as requested.

Be the Director on call throughout the summer for emergencies.

Maintain confidentiality of information. Properly use tact, diplomacy, discretion and judgment in all situations.

Work up to potentially 29 hours per week in the university events, camps, and conferences office.

Create rooming assignments for each camp and conference throughout the summer

Stay in contact with each camp throughout the process of their camp (before, during, and post).

Make use of Planning Pod, uploading all documentation for each camp in its correct spot.

Other duties as assigned by the University Events, Camps, and Conferences professional staff.

Compensation

Housing for the Academic Summer Session 1 and 2, including breaks.

Pay (Commensurate w/experience): one stipend at the end of June and one stipend at the end of July.