



Clearwater Camp for Girls Executive Director Job Description

Job title: Executive Director

Job category: Fulltime; Exempt

Reports to: Clearwater Camp Foundation Board of Directors Chair

Job Summary: This position is a senior management position requiring exemplary leadership, strong communication skills and a broad array of business knowledge. The focus of the job is to provide girls with experiences that will enable them to be confident, caring individuals and to implement and exemplify the Clearwater philosophy. A successful incumbent will be adept at planning and implementing details but also at thinking strategically and incorporating many points of view into a cohesive long-term vision. The Executive Director is responsible for running all aspects of camp from managing and hiring staff and assessing programs to understanding and helping prepare the annual budget. The successful candidate will be both a team leader and a skilled team player; someone who values the contributions of others, fosters an atmosphere of trust and respect, and insists upon tolerance and understanding. The Executive Director will work in partnership with the Board of Directors to sustain Clearwater's rich philosophy and traditions and to perpetuate the stewardship of its land and historic buildings.

Qualification Requirements:

- An undergraduate degree is required and the attainment of an advanced degree is preferred.
- Work experience that reflects commitment to educating and developing the potential of young women is essential. Certification as a director by the American Camp Association is preferred but appropriate experience will be considered.
- Working knowledge of camp operations obtained by experience as a camp director, administrator, unit leader, head counselor, etc. is desired.
- Proven ability to manage people and to work effectively with others is a must.

Essential Duties and Responsibilities:

- Contribute to the long-term success of Clearwater's culture and traditions by developing and executing strategies to recruit new campers, designing and overseeing marketing and public relations initiatives, effectively representing camp in all venues, communicating effectively with all members of the Clearwater community on a variety of issues.
- Ensure that each camper has a rich and rewarding camp experience by actively and appropriately managing and leading all staff, developing an actionable understanding of Clearwater's traditions and philosophy, encouraging open and honest communication at all levels, maintaining the highest of safety and health standards, rigorously implementing camp policies, and most important -- getting to know and developing relationships with the campers and their families.



Clearwater Camp for Girls Executive Director Job Description

- Work closely with the Board to develop strategic goals; identify, assess and inform the Board of internal and external issues that affect the organization; advise and inform the Board on all aspects of camp; attend Board meetings and serve as the official liaison between the Board and camp. Be able to work effectively with the Board to ensure Clearwater's financial sustainability.

Clearwater Camp Philosophy: To preserve a place where kindness is kindled, respect is recognized and valued, unconditional love flourishes, God is revered, childhood is cherished, integrity is instilled, resourcefulness is required, new strengths are revealed, worth is discovered, and confidence and character are built.