Project Destiny of Pittsburgh  
2200 California Avenue  
Pittsburgh, PA 15212

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Camp Director</th>
<th>Job Category</th>
<th>Summer Camp</th>
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</thead>
<tbody>
<tr>
<td>Department/Group</td>
<td>Project Destiny</td>
<td>Travel Required</td>
<td>60%</td>
</tr>
<tr>
<td>Location</td>
<td>Project Destiny</td>
<td>Position Type</td>
<td>Hourly</td>
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<tr>
<td>Exempt/Hourly/Casual</td>
<td></td>
<td>Clearances Required</td>
<td>ACT 33, ACT 34, FBI</td>
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<td>Reports to</td>
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<td>Executive Director</td>
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**Minimum Job Requirements**

1. Three years previous experience working with school age school youth  
2. Excellent communication skills in dealing with both youth and adults  
3. Desire to engage and work with inner city youth  
4. Excellent organizational skills-needed for coordinator and planning of activities  
5. Maturity to work with staff and children to resolve conflict  
6. Excellent written and Computer skills  
7. At least one year previous camp counselor experience  
8. Physical ability to be actively engaged with youth in camp activities

**Minimum Educational Requirements**

Two years college (education/child development or related field).  
Degree in child development, education or related field preferred.

**Job Description**

**Job Purpose:**

This position oversees all camp-wide programming, and requires a lot of upfront energy and excitement to make camp a safe and fun place for kids. Director must have the ability to lead or delegate all aspects of the program so that camp is run with excellence. Works closely with the camp Coordinator to offer guidance to staff and campers. Will also address disciplinary issues that arise among campers. Also oversees the “operations” side of camp including the ordering of food and meal preparation, camp cleanliness, and the supervision and development of camp operations staff. The Director plays a key role in the training and development.

**Duties:**

1. Assists with camp staff training and supervision  
2. Works with staff to plan and implement camp activities  
3. Assists with the development of camp schedule  
4. Provides direction to staff as needed to insure a safe and smooth running operation  
5. Provides hands-on, daily supervision and monitoring of camp  
6. Works with Coordinator and Counselors and other staff to insure there is adequate staffing and monitoring of youth
7. Monitors camp activities to make sure that all aspects related to food, transportation, cleanliness and safety are addressed and insured
8. Provides daily/weekly reporting to Executive Director
9. Has daily debriefing meetings with staff to review and discuss the day’s events and makes recommendations as needed to adjust scheduling or activities
10. Provides direction and discipline to youth and staff as required
11. Communicates and discusses issues with parents/guardians as required
12. Participates in camp activities as required
13. All other duties as assigned

<table>
<thead>
<tr>
<th>Reviewed By:</th>
<th>Date:</th>
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<tr>
<td>Approved By:</td>
<td>Date:</td>
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<td>Last Updated By:</td>
<td>Date/Time:</td>
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