



Camp Livingston Director of Programming and Operations

Position Summary: The Director of Operations directly manages select portions of camp business including programming, staff management, marketing, recruiting, logistics management, and development/fundraising. This position requires excellent leadership, communications, and planning abilities.

Must be a charismatic leader, a good people manager, and have a deep knowledge of successful camp development, programming, processes, and execution. The position requires living in the Cincinnati area during the months of September through May and at Camp Livingston in Bennington, Indiana during the summer. This position also requires availability on some nights and weekends and travel for recruitment. Bachelor's Degree and 2+ years of relevant work experience preferred. This position reports directly to the Camp Director.

Essential Duties:

- Leadership
 - Maintain a complete and consistent presence as a leader within the Camp Livingston community with respect to role modeling of Camp values and mission and accountability for all rules and procedures
 - In partnership with the Assistant Directors, Camp Director, and Executive Director, evaluate programs and outcomes
 - Assist in implementing a vision for facility and program improvements.
 - Attend occasional board meetings
- Programming and Staff Management:
 - Manage, coach and supervise the summer Program Director and Program area staff
 - Supervise the Kitchen Manager and manage the relationship with the food service provider and menu planning
 - Visit program areas frequently during the summer to supervise and manage staff, identify outstanding needs or challenges at various locations, and to get to know the campers and staff
 - Work with Camp Director to evaluate the effectiveness of daily summer camp activities, chuggim, evening programs and special events as well as special programs for rental groups, family camp, and alumni events
 - Manage summer onsite day-to-day programming and activity areas including the daily scheduling, first day, last day, chuggim/activity rotations, all camp programs, evening programs, and inclement weather activities and schedules
- Geshet (Israel/Abroad Trip)
 - Manage and execute trip logistics and relationships with third party vendors, including final approval of itineraries and all ground and air transportation

- Manage the relationship with RootOne, complete necessary paperwork and coordinate and RootOne grant requirements
- Livingston in the City (Virtual and On The Road)
 - Implement 3-5 annual one-time and ongoing programs to capture current and potential campers, families with younger (Kindergarten-5th grade) children, and interfaith families
 - Some programming should be done for retention purposes, whole community/city engagement, and teens
 - Two programs each year should will be revenue generating
- Marketing, Recruiting, and Communication
 - Demonstrate excellent communication and customer service with campers, families, alumni, community partner agencies and donors and vendors
 - Work with Assistant Director on to promote Livingston In the City events and internal retreat groups, ie. Family Camp and Young Adult weekends
- Retreat Groups
 - Market and book all retreat groups including both internal retreat business such as Family Camp and Young Adult Weekend and external school or retreat groups
 - Set up all registration internally through WordPress or externally through JLive
 - Hire, train, and manage staff for retreat groups and manage food service provider and review and approve all menus
- Pre-Summer Planning
 - Purchase all supplies and equipment for seasonal programming and office
 - Plan special summer events (concerts, contracted performances, etc.) and overnight trips, including itinerary, transportation, and booking for Adventures Unlimited
 - Ensure all program areas are in good working order, including but not limited to, the ropes course, climbing wall, lake, pool, sports fields, and arts and crafts areas with support from the Facilities Director
 - Use parent and camper survey forms to assist evaluating the previous summer's programs and suggest strategic improvements for future summers
 - Create and maintain catalog of programs for area, cabin, unit and all-camp
 - Schedule ropes course annual assessment and ropes training
 - Schedule lifeguard, boat driving, archery, glass kiln and any other necessary program staff training
- Administrative
 - Manage all Camp technology infrastructure including, but not limited to, computers, cameras, projectors/tv's, radios, telephone and internet systems, PA and radio systems, hot spots, music systems, and printers
 - Attend professional development seminars and conferences
 - Attend and participate in regular team meetings

Benefits:

- \$48,000-\$55,000 starting salary commensurate with experience
- Annual bonus opportunities
- IRA contribution
- 3 weeks paid vacation plus US and Jewish holidays off
- Tech allowance

- Hybrid work environment during the winter months
- Monday-Thursday work week from September to April (some sundays and evenings required for recruiting and community events)
- Generous sick leave
- Health Insurance/Dental/Vision
- Room and Board during the summer season
- Mileage reimbursement
- Annual professional Development opportunities/Conferences
- Laptop provided

This position description is not intended to be all-inclusive; rather, it is a generalized guide of the basic job duties. The Executive Director may change the job responsibilities and expectations based on business requirements. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl.