



opportunity · understanding · recreation

O.U.R. Camp, Inc.
P.O. Box 6059
Plymouth, MI 48170
www.ourcampinc.org
TIN: 30-0001235

Camp Director

O.U.R. Camp, Inc. is a specialized summer day camp for young children with developmental needs. Its purpose is to provide continuity with school year programs and to stimulate the development of cognitive and social skills during the summer months. Activities are designed to promote improved self-images and group interaction skills. Campers are divided into groups of six and are supervised by two staff members. Group activities are designed to promote a sense of responsibility, team cooperation skills, and feelings of acceptance. Activities include music, movement, arts and crafts, games and dramatic play to encourage the development of language and motor skills.

We are looking for an energetic and knowledgeable person to fulfill the duties of Director. Responsibilities may include overseeing camp operations according to policies and procedures set by the State of Michigan and the Board of Directors, overseeing safety and security of campers and staff during operations, maintaining appropriate records, training camp staff, attending monthly board meetings throughout the year, and other duties as assigned. The Director reports directly to the Board of Directors. The Director is required to be on site at all times during camp duration.

Description of Duties:

- 1) Plan and carry out activities which meet child's needs
- 2) Ensure child care routines are carried out in a manner that is prompt, hygienic, and consistent
- 3) Operate the camp in compliance with all child care licensing standards
- 4) Review, coordinate, and maintain camper paperwork
- 5) Ensure counselor/camper ratio throughout camp sessions.
- 6) Oversee security and safety of staff and campers during camp operations
- 7) Create a pleasant, inviting group atmosphere in which children feel comfortable and secure
- 8) Ensure parents receive adequate information about their child's day
- 9) Contribute to the operation of the center by participation in staff meetings
- 10) Work as a member of a team to ensure continuity of curriculum
- 11) Attend board meetings throughout the year.
- 12) Other duties as assigned by the Board.

Job Requirements:

Experience working with children with special needs. Teachers with endorsements in special education preferred. Must have Early Childhood endorsement or a Bachelor's degree or higher in a child-related field including 18 semester hours in early childhood education and 480 hours or experience. Must have or be willing to get certification in

Camp Administration. Must have or be willing to get fingerprinted by the State of Michigan. If hired, the applicant must complete all state or federal requirements prior to first day of directly working with children or within other specified timeframe.

Requirements vary by state. These requirements may include but are not limited to: Tuberculosis test, background checks required by state specific child care licensing laws, and Infant and Children First Aid and CPR Certifications. The applicant must be able to work well with people, and be reliable and flexible. Must be available to work in the summer, and be available to meet during the off season.

Interested candidates may submit their resume to erik.troxte1@comcast.net by December 1, 2021.

Erik Troxte1
President, O.U.R. Camp, Inc.
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