

Camp Architecture 2014
Director Job Description
Elementary and Middle School Weeks

Camp Director: To be hired by the Center as an independent contractor (no later than April 15th) to direct two weeks of Camp Architecture – Elementary School Week, June 16-20 and Middle School Week, June 23-27. Program Coordinators Sarah Bongiorno and Joe Mayer along with representatives from the Center board will be in charge of interviewing and selecting the director.

Contract Amount:

\$3000 10hrs/week for six weeks (May 5 – June 13 = 60 hours of camp prep)
 40hrs/week for two weeks (June 16-27 = 80 hours of directing)
 20hr/week for one week (June 30 – July 3 = 20 hours wrap up)
 6hrs = Two, three-hour orientation sessions to take place prior to May
166 hours total

Time Commitment:

Nine-week contract, starting May 5 and ending July 3. Director will be required to also attend two 3-hour orientation sessions with camp coordinator Sarah Bongiorno prior to May 5th. During the two weeks of Camp, the director is the primary contact for parents and daily leader of all activities and field trips. The Director makes sure that camp is adhering to its daily schedule and that all details are coordinated. Camp Director oversees all the counselors and conducts all final coordination with program partners leading up to the camp. Camp Director is also responsible for photographing camp activities and providing those photos to Camp Architecture Committee for future marketing purposes.

Ideal Candidates:

Recent graduates or graduate students at KSA in architecture, planning or landscape architecture
Graduate students in early childhood development or secondary education
Professionals in related fields

Roles and Responsibilities:

On site director for 2 weeks of camp
Coordinate and purchase all materials and organize materials prior to camp
Coordinate with camp counselors to complete all pre-camp tasks.
Conduct orientation / training with camp counselors
Camp set up and cleanup (prior to the beginning of ending of the two weeks of camp)
Daily camp set up and cleanup (with help from counselors)
Enact programming as designed and directed by programming coordinator Sarah Bongiorno

Please submit resumes to mail@columbuscfad.org by March 19, 2014.