

# Surf Camp Inc. Program Director



## Overview

The Surf Camp Inc. Program Director is responsible for the overall management of the Program Coordinators that oversee our North Carolina based residential programs (Sea Turtle Camp, Scuba Sea Turtle Camp, WB Surf Camp, and Carolina Ocean Odyssey), Sea Turtle Camp Travel Programs, and our local kid's camps (Guppy Ocean Adventure and Grom Academy.) The Program Director's management responsibilities include, but are not limited to, implementing our policies and procedures, resources, staff hiring/development, program development, scheduling, and routine communications. The Program Director is a full-time position and reports directly to the Operations Director. The Program Director should have professional camp management experience, proven success with program and curriculum development and coordination, be committed to coastal conservation, be self-driven, be organized, and be extremely quality-orientated. It is expected that this position is well-versed in all the Surf Camp Inc programs.

## Skills and Requirements

### Minimum Qualifications

- ❖ Minimum of a bachelor's degree (master's preferred) in one of the following areas: Environmental Science/Marine Science/Parks & Rec/Business Management
- ❖ ~3 years working in a camp management position
- ❖ Demonstrated leadership in a camp environment
- ❖ At least 25 years of age
- ❖ Must be able to lift and carry items up to 35 pounds outside during the heat of the summer
- ❖ Current certifications: CPR for the Professional Rescuer, First Aid, and Lifeguard
- ❖ Previous management experience in a summer camp setting.
- ❖ Comfortable with a demanding work schedule during the summer months with no scheduled vacations
- ❖ Strong communication, decision-making, logistical, and organizational skills
- ❖ Excellent written and oral skills
- ❖ Proven ability to effectively manage and organize students and staff
- ❖ Able to pass a government background check
- ❖ Clean driving record w/ own reliable vehicle
- ❖ Reliable cell phone.
- ❖ High level of competence in Word, Excel, and Outlook

### Desired Skills & Traits

- ❖ Master's degree in marine biology, environmental science, education, or a related field
- ❖ Wilderness First Aid Certification
- ❖ Experience working with marine reptiles, marine mammals, or other aquatic animals
- ❖ Experience working in and around the ocean. Surf, kayak, and stand-up paddleboard experience are preferred.
- ❖ Familiarity with southeastern marine ecosystems and organisms
- ❖ Environmental education certification or teaching credential
- ❖ Extremely professional phone manner and customer service skills
- ❖ Strong Alignment to our mission statements.

- ❖ Well-spoken with a professional demeanor
- ❖ Team player with a positive attitude
- ❖ Outgoing and comfortable talking to people with whom you are not familiar

## **Responsibilities and Duties**

### **Summer Principal Responsibilities include but are not limited to:**

During the summer months, this position will supervise Program Coordinators with simultaneously running programs. These programs include our Flagship Residential programs; Sea Turtle Camp (Marine Biology Adventure and Marine Biology Immersion), Sea Turtle SCUBA Camp (Open Water, Advanced, and Rescue Diving), WB Surf Camp, Carolina Ocean Odyssey; and our day marine science ocean-adventure camps; Guppy Ocean Adventure and Grom Ocean Academy. There are approximately 30 seasonal staff under all program coordinators.

- ❖ Meet regularly with the Program Coordinators to ensure that all logistics for all programs are completed, including lodging, transportation, meals, activities, and community service.
- ❖ Meet weekly with the Operations Director.
- ❖ Work closely and communicate regularly with the On-Site Camp Director regarding camp programming and staff management.
- ❖ Hire, train, and supervise Camp staff under your direct management.
- ❖ Assist the Operations Director in creating season staff employment offer letters
- ❖ Assist in the hiring of other departments' staff as needed
- ❖ Work with the Operations Director in the implementation of the seasonal staff training program
- ❖ Manage the full-time program coordinators and help all seasonal staff management when needed.
  - Hold weekly meetings with Program Coordinators
  - Ensure that Program Coordinators receive ongoing support for any logistical needs
  - Fill in when necessary
- ❖ Maintain an open line of communication with Surf Camp Inc. partners/vendors
- ❖ Effectively communicate with parents and participants
- ❖ Participate, when needed, in camp check-ins and/or check-outs on Topsail Island
- ❖ Do site checks to ensure teams are running safely and according to their program needs.
- ❖ Ensure that accurate registration, attendance, and participation records are maintained
- ❖ Manage Program equipment inventory
- ❖ Evaluate seasonal staff, the on-site director, and program coordinators halfway through the summer season and at the end of the season. Provide them with written and verbal feedback.
- ❖ Provide leadership and support to other Directors/Coordinators
- ❖ Assist with general office duties for all Surf Camp Inc programs, such as answering phones, talking with parents about program details, taking reservations
- ❖ On-call responsibilities throughout the summer season.

### **Year-Round Principal Responsibilities include but are not limited to:**

For the remaining nine months of the year, this position is responsible for preparing the Program Coordinators for the next season of camps. This includes marketing to prospective clients, evaluating camp logistics, new program development, updating and creating new marketing materials, and creating program-specific operations

manuals, among other tasks.

- ❖ Maintain strong relationships with our vendors during the off-season. Especially with the Karen Beasley Sea Turtle Rescue and Rehabilitation Center.
- ❖ Review all logistics for all Camp programs, including lodging, transportation, meals, activities, and community service with Program Coordinators.
- ❖ Evaluate Program Coordinators twice annually with written performance evaluations.
- ❖ Ensure high-quality member-focused programs through innovative program development, evaluations, ongoing training, and professional development.
- ❖ Oversee and help with the purchasing and preparation of all materials and supplies needed including sampling gear, rashguards, t-shirts, medical supplies, etc.
- ❖ Assist in the creation of new Sea Turtle Camp travel adventures, including:
  - Developing new program activities for already existing programs
  - Updating the current curriculum and developing new curriculum
  - Researching new program markets
  - Developing and assist marketing new programs (summer and off-season)
- ❖ Sell Camp programs over the phone to prospective families
- ❖ Manage the Surf Camp Inc. databases on Campsite
- ❖ Provide information to the Media Coordinator for marketing posts
- ❖ Oversee and assist with interviews, hiring, onboarding, and facilitate training of seasonal and full-time staff.
- ❖ Assist the Operations Director in developing an intensive staff training program
- ❖ Assist with general office duties for all Surf Camp Inc programs, such as answering phones, talking with parents about program details, enrolling campers

## Compensation

The salary for this position is based on the candidate's educational background and work experience.

## About Surf Camp, Inc.:

Surf Camp Inc is made up of five divisions: Sea Turtle Camp, WB Surf Camp, Carolina Ocean Odyssey, Carolina Surf School, Cape Fear Paddleboarding, and SurfBerry. Our company office is in the beautiful coastal city of Wilmington, North Carolina.

Surf Camp, Inc. is a leader in the growing world of learn-to-surf adventure camps, and marine-biology based camps. Our brand symbolizes a long-standing commitment to technical and educational instruction expertise and ocean safety awareness which is evident in our three main core values: "Safety, Fun, and Learning." We develop and conduct a diversified mix of summer camps for kids and teens, as well as adult travel adventure programs.

**"Our mission is to cultivate a love and respect for the ocean by building confidence, developing character, and inspiring stoke through safety, fun, and learning".**

## Acknowledgment:

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree to observe all company policies and that Management retains the right to change this position description and policies at any time.

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Employee Signature

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Date

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*I have read and understand the Surf Camp Program Director Job Description Initial \_*