



**Contract Position:** Adopteen Camp Director

**Compensation:** \$3,000

**Location:** Centennial, CO & Golden, CO (On-Site)

**Organization:** CCAI/The Park Adoption Community Center

**Supervised By:** Adoptee Programs Coordinator

The contract position will fulfill the role of Adopteen Camp-Conference Director for the 2025 Adopteen Camp-Conference season. Camp Directors are expected to hire, train, supervise, guide, and direct Camp-Conference staff, design Camp-Conference curricula, oversee daily operations of Camp-Conference, manage Camp-Conference budget, and serve as the final decision maker on all aspects of Camp-Conference, including but not limited to accommodations, meals, workshops, activities, procedures, etc.

Adopteen Camp-Conference Director works directly with the Adoptee Programs Coordinator at The Park and the Adopteen Camp-Conference Assistant Director.

2025 Adopteen Camp-Conferences include:

- Colorado School of Mines, Golden, CO (June 22-27, 2025)

### **Specific Duties**

Oversee overall operation of the 2025 Adopteen Camp-Conferences including program, camper and staff supervision, and maintenance.

- Coordinate program delivery with the Adoptee Programs Coordinator.
- Oversee implementation of consistent procedures.
- Oversee hiring and scheduling of Adopteen Camp-Conference Assistant Director and Adopteen Leadership Committee with the Adoptee Programs Coordinator.
- Coordinate maintenance needs with Camp-Conference Team (Assistant Director, Leadership Committee).

Monitor pre-approved budget for Camp-Conference operations.

- Monitor expenditures and work with Adoptee Programs Coordinator to verify and approve expenditures.

Manage and train Camp-Conference Team.



- Schedule Assistant Director and Leadership Committee assignments.
- Coordinate Camp-Conference Team orientation and training pre-event.
- Coordinate Camp-Conference Team training in training days prior to Camp-Conference

Manage communications with parents, campers, and leaders.

- Work with Adoptee Programs Coordinator to streamline, finalize, and implement email templates and community communication guidelines.

Manage maintenance needs that directly impact delivery of Camp-Conference program.

- Maintain coordination with event location and facilities during event.
- Assess event facility and maintenance safety needs with Assistant Director.
- Assess facility, maintenance and materials needs related to program delivery with Adoptee Programs Coordinator and Assistant Director.
- Communicate with event facility staff to address ongoing needs during event.

Other Job Duties:

- Oversee all Camp-Conference procedures.
- Attend all Camp-Conference-related meetings.
- Any tasks that may arise related to the success of the Camp-Conference program as directed by Adoptee Programs Manager.