



**Job Title:** Camp Director, Adopteen

**Supervised By:** Coordinator, Adoptee Programs

**Time Commitment:** Contract Position (April – August 2023)

**Organization Background:** The Park Adoption Community Center is the post-adoption arm of CCAI, a licensed 501c3 non-profit organization. The Park exists to provide lifelong resources that help empower and nurture adopted individuals and their families to grow and thrive through community connection, cultural awareness, wellness, and outreach programs.

Adopteen is a 100% adoptee-led, adoptee-focused operation under The Park and coordinates community connection, leadership, and mentorship opportunities throughout the year, including a 5-day, national Adopteen Camp-Conference in the summer for teenaged adoptees (ages 13-20).

**Job Goal:** The Park is seeking a highly motivated, charismatic, and community-oriented Camp Director to provide program oversight and execution for the 2023 Adopteen Camp-Conference. The Camp Director is the beloved captain of our Adopteen Camp-Conference ship, responsible for the care, safety, protection, and supervision of all campers, staff, and the camp premises. Strategic planning, preparation, and organization management of Adopteen Camp-Conference daily activities and site (set-up / clean-up), as well as all administrative duties of camp are the responsibility of the Camp Director. These include training and supervising all Camp-Conference staff and managing Camp-Conference budget. Working together with the Adoptee Programs Coordinator to ensure successful program delivery, the Camp Director is the main point of contact for all Adopteen Camp-Conference public-facing operations and decisions.

**Qualifications:**

- BA required
- Adopted individual or individual with lived experience in foster care/out-of-home care required
- 3+ years adoptee community engagement experience preferred
- High detail-orientation and time management
- Comfortable managing various volunteer teams
- Strong interpersonal skills; communicates comfortably and personably with community members of all ages, backgrounds, and beliefs
- Grounded and organized
- Strong belief and passion for adoption community support

**Responsibilities:**

1. Work with the Adoptee Programs Coordinator to oversee the daily operation of the Adopteen Camp-Conference, including housing, food service, program, and business maintenance.
  - a. Oversee appropriate accommodations coordination
    - i. Make adjustments if needed
    - ii. Respond to all staff, camper, parent, or event venue concerns/requests
  - b. Oversee appropriate food service coordination

- i. Make adjustments if needed
    - ii. Respond to all staff, camper, parent, or event venue concerns/requests
  - c. Oversee successful and appropriate program structure
    - i. Make final decisions on schedule adjustments as needed, with input from Assistant Director and Adoptee Leadership Committee
    - ii. Respond to all staff, camper, parent, or event venue concerns/requests
  - d. Oversee implementation of consistent event procedures
2. Oversee the financial management of Adoptee Camp-Conference budget to ensure adequate funding.
  - a. Monitor and manage pre-approved budget for Camp-Conference operations
  - b. Receive and approve requests for expenditures and authorize contracts
3. Train and lead Adoptee Leadership Committee.
  - a. Lead all pre-camp planning meetings and set objectives and key results for all team members
  - b. Lead pre-camp Camp-Conference Team orientation and training
  - c. Set clear expectations, policies, and procedures for Adoptee team and oversee the successful implementation of these throughout Adoptee Camp-Conference
  - d. Guide, assist, assess and provide constructive feedback to Adoptee Leadership Committee members through entire event process, pre, during, and post
4. Create and manage communications with parents, campers, leaders, staff, and volunteers.
  - a. Maintain communications with parents, campers, leaders, and staff throughout the event process
  - b. Create Adoptee Leadership Committee training and event packet
5. Manage maintenance needs that directly impact delivery of Camp-Conference program.
  - a. Maintain coordination with Adoptee Programs Coordinator to stay up to date on all event location and facilities staff and logistics to address ongoing needs
  - b. Assess event facility and maintenance needs
  - c. Assess facility, maintenance, and materials needs related to program delivery with Adoptee Programs Coordinator
6. Event Wrap-Up
  - a. Lead post-camp wrap-up meeting with Adoptee Leadership Committee
    - i. Identify key successes and failures
    - ii. Assess achievement of Committee objectives and key results
  - b. Provide Adoptee Programs Coordinator with full event report, including financials, events of note, and takeaways

Other Job Duties:

- Oversee Camp-Conference check-in/check-out 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 Coordinator