



## **Oakland Feather River Camp is Hiring a Year-Round Assistant Camp Director!**

Because Oakland Feather River Camp (OFRC) has grown significantly in the last three years, we are looking for a dynamic outdoor professional with significant experience to join us as our Assistant Camp Director (ACD)! We have created this new position to manage our summer program and operations, as well as OFRC's marketing and staff recruitment efforts during the non-summer months.

We know that all camps and nonprofits are different and some are structured in very different ways. There's a lot of information below, but our hope is that you will learn more about us and be able to evaluate whether you think you are a good fit for this role and if OFRC would be a good next step in your career journey.

The ACD is a full-time, year-round position with two different seasons - each with its own priorities, locations, and types of work depending on the time of year. During the program months (May-September), the ACD will be air traffic control between our Program, Facilities, Office/Store, and Food Service departments to ensure that day to day operations of camp occur seamlessly. The focus in the non-program months (October-April) is mostly on hiring and marketing, but also includes program planning and rental group coordination for the next summer.

We expect the ACD to live at camp in Quincy, CA during the summer, and then work in or near our Oakland, CA office the rest of the year. Facilities and housing at camp are rustic, but well-maintained, and in the last three years, we have invested over \$250,000 into the property. There is rarely a day when we do not have campers on site between early June and August, so night and weekend work is standard and days off will likely occur in the middle of the week. Days are long, yet fulfilling!

You might be wondering if you'd be a good fit for Oakland Feather River Camp. There is a lot of additional detail on the next pages and on the [job description](#), but right away you'll know if you're suited for this position if you are a dynamic outdoor professional who is:

- a relationship-builder, who collaborates, listens, and communicates effectively,
- a flexible, detailed-oriented project manager, who can reprioritize as needed and balance multiple initiatives at once, and
- has demonstrated experience in camp operations, marketing, and hiring.

That's a brief introduction of what this position entails, but there's a lot more to it! Read on for more information about us as an organization, what it's like working at OFRC, and more info about the role itself and what type of individual we are looking to hire!

## **A Bit About Oakland Feather River Camp**

For nearly 100 years, OFRC has provided youth and families with meaningful mountain summer camp experiences and has helped facilitate the creation of lasting memories along Spanish Creek in Plumas National Forest.

During a typical summer, we serve our community through five weeks of family camp, one week of traditional youth camp, and over six weeks of rental group camps. There is a lot of program diversity from week to week! We also have a Memorial Day Volunteer Work Weekend and a Labor Day Weekend Family Camp.

Our first group typically is scheduled for the weekend before Memorial Day weekend and our last group the weekend after Labor Day. Our dedicated Facilities Staff start waking up the facility late April and are typically employed until the end of September/early October (depending on weather and facility projects/needs). At the peak of the 2020 camp season summer, we would have had 40 seasonal staff, plus our 5 year-round staff positions had COVID not forced us to cancel our season.

**Family Camp** is OFRC's signature program (check out [our themed week descriptions on our website!](#)). In 2019, we averaged 130 family campers on a given day, with our peak day serving over 220 campers! In 2021, we may have limited capacity due to COVID, but looking toward 2022, we are striving for over 150 campers each day.

Our one-week of **Youth Camp** has been capped at ~80 youth largely due to our staff structure. We've had waiting lists in this program for the last three years and hope to grow it as we expand our CIT program and increase the number of program staff needed during our other camp weeks through enrollment growth.

Our **Rental Groups and Program Partnerships** make up a significant percentage of our summer and revenue. We host external camps of all types, including a week-long art camp for adults, the longest running LGBTQ+ family camp in the country, several youth camps run and staffed by the Oakland Parks & Recreation Department, and weddings.

Our mountain backdrop provides a unique recreation and community building experience for Oaklanders and Northern California youth and families. Accommodations for campers include platform tents and rustic cabins. Half have electricity, but half do not! Bathroom facilities include four bathhouses throughout the site.

And we're growing as an organization! We have had sizable surpluses each of the last 4 years and have only begun to reach our potential or capacity! OFRC has seen ~50% budget growth (from \$600k to over \$900k) since 2016 (not including 2020) and we are projecting additional growth in the years ahead. We see the AD position as being a key player and step to moving forward with into the next exciting chapter!

## Meet Your Future Colleagues!

We consider ourselves to be a fun, hardworking, and committed bunch. Here is a list of who the ACD will work closest with:

**Mark:** OFRC's Executive Director & Camp Director. He is a process and systems-thinking individual (with a big picture view) who has spent 15 summers working or volunteering at camps in some capacity. Mark started [his camping career](#) as a counselor in Michigan, and will be starting his fifth year in his current role as ED/CD of OFRC in January. In addition to guiding you through the onboarding process, you'll work closely with him to reach the organization's and your individual goals. When Mark is taking a break from the fun of his job, you can find him seeking out the best hikes with the most expansive views (in both the mountains and the hills of the Bay), picnicing in a local park with friends or family, or planning his next trip to take during the off-season (likely either somewhere with a beach or back to Chicago where he lived for 20+ years).

**Vince:** As Facilities Manager, Vince is caretaker for the property during the non-summer months and oversees wake up and shutdown of the facility each year. He also manages our maintenance and capital projects on-site and our Building & Grounds and Housekeeping staff during the camp season. You'll work closely with Vince to make sure the facility and program departments are on the same page. Vince lives on property, enjoys observing all the wildlife in the area, and is active in the Quincy community. Some say he is one of the most pleasant individuals in all of California to have a conversation with!

**Heidi:** As OFRC's Finance & Development Coordinator, Heidi manages our financial functions and fundraising efforts. She's a lifelong Oaklander who attended OFRC as youngster herself! While Heidi stays down in the Oakland office during the summer months, she'll be communicating with us up at camp often via email and phone calls, and will make several trips up throughout the season to join in on the fun and help out during our busiest programs. Heidi is the biggest Oakland A's fan we know and the running joke is that she knows nearly EVERYONE in Oakland!

**Seasonal Department Managers:** As you can imagine, there is a lot of coordination that needs to happen between the Food Service, Office/Store, Facilities, and Program departments in order for camp operations to run smoothly! Along with Mark, you'll will have the pleasure of managing this group, but it will be your role to collaboratively coordinate their efforts throughout the summer.

**Seasonal Staff:** With the support of Mark and the Department Managers, you'll be responsible for recruiting and hiring approximately 40 seasonal staff members across all departments in the off-season. We are aiming to be an employer of choice with a stellar staff retention rate AND a big stack of new employee applications every year. We want OFRC to be THE most rewarding, fun, and sought after place to work. You will have the responsibility in ensuring our summer staff culture supports that goal through the way staff are trained, supported, developed, and appreciated.

## Housing, Compensation & Other Important Info

One of our requirements is that you live at camp during the program months (May-Sept) of the season. We will provide you with private, rustic, furnished accommodations.

OFRC is situated in beautiful Plumas National Forest, where the Cascade Mountain Range meets the Sierra Mountain Range. Plumas County has numerous outdoor adventures waiting to be had and the region is much less crowded than the tourist-crowded Tahoe or Yosemite-areas (although recreational tourism is increasing with the development of high quality mountain biking trails in the area).

The charming mountain town (and County Seat!) of Quincy is a ten-minute drive from our entrance road and has all essentials - restaurants, hardware and grocery stores, a library, even outdoor stores, a community theater, and a brewery. Our summer staff love exploring the numerous thrift stores on their days off. Big box stores (REI, Costco, Home Depot, etc.) can all be found in Chico and Reno, about a 1.5-hour drive away from OFRC.

During non-program months (October-April) most of our staff choose to live in Oakland, where our small office is located. As one of the fastest growing cities in California, [the restaurant, entertainment, and nightlife scene was thriving before COVID hit](#). Oakland is one of the most diverse cities in the country, with communities and neighborhoods representing hundreds of backgrounds, ethnicities, and demographic profiles. The progressive political culture, commitment to equity, and vibrant art, music, and food scene give Oaklanders a lot of pride and reflect the values of the city as a whole.

In addition to the bustling city life, Oakland is situated with easy access to Pacific Ocean [beaches](#) and [coastline](#), and the incredible East Bay Regional Park System (including Redwood Regional Park, right in the Oakland Hills, a ten minute drive from the Office). Our office is also located a short walk from Lake Merritt, a community gathering and expansive park space - right in the middle of the city.

San Francisco (referred to residents of the East Bay as "The City") and Berkeley are a short drive or train ride away. Santa Cruz, Monterey, Wine Country, and Sacramento also are all within a couple of hours and allow for easy day trips. Road biking and bike trails are numerous throughout the region.

Subletting arrangements or less-than-a-year-leases in Oakland support our staff who split time between the mountains and the Bay. There also is ample storage up at camp to minimize moving belongings after each camp season. While living in two vibrant places has its perks, we know it is not for everyone. Please think hard if this lifestyle will work for you!

In addition to your salary (see the job description), housing and meals during program months, vacation/PTO and holidays, and an employee program discount for your friends or family to use during our Family Camp program, we cover 100% of health insurance premiums and just recently set up a company 401k retirement program. We also cover your cell phone.

## **Our Organizational Culture**

### Mission and Vision Driven... and Committed to Celebrating!

If you haven't already, check out our nonprofit mission at the top of the [ACD job description](#). We use our mission as our guiding light as we set goals and priorities. We also love that it includes the word celebrate and strive to do that when we accomplish milestones or benchmarks in our organizational goals that advance our mission. We also have a vision of being a mountain microcosm of Oakland, representing every community and demographic group, and with as vibrant programming as is available down in Oakland.

### We Have High Standards and Try to Work Smarter, Not Harder!

We value knowing the best practices and endeavor to apply them as much as possible at every opportunity. At the same time, we are a small organization and know that perfection is the enemy of progress. Each year, our goal is to make recurring processes smoother and more efficient than the year before and also become more effective in our personal performances.

### Committed to Your Success!

To that end, we're serious about helping you improve your skill set, whether it be to further develop your strengths or to fill the gaps in certain areas. Certifications, conferences, webinars, podcasts, books, trainings – it's really up to you and Mark to figure this out. While our professional development budget is not unlimited, we want to you to be successful at your role and love to see our team members grow!

We also know that sometimes we need to bring in the experts and get some extra help! When needed, we're not shy about calling upon contractors to help with specialized tasks or projects when capacity is short or the task is over our heads!

### We're Nimble & Ready for Anything

Our rapid growth has sometimes caused growing pains, which has meant juggling multiple projects at once and having to respond to opportunities or unexpected situations. While this position is being created to help address this, we know that change is one of the only constants in life, that camps are complex organizations, and that success breeds new challenges.

### Time to Recharge

As any camp professional will tell you: you'll *need* to take a break to rest and recharge after (and during) a busy camp season! We FULLY support that. You will be able to do that on scheduled days off (not necessarily the same day each week in the summer months) and for longer periods of time during the non-program months utilizing holidays and paid time-off. Mark encourages disconnecting completely from work so real recovery can take place and we can give our all when we return to work. And even before COVID, we allowed for flexible, remote work arrangements during the off-season.

*If these values and this culture aligns with you, read on because now we want to talk about YOU. You will make change lives, make an impact by creating memorable experiences for all members of our camp family, and will help OFRC grow and increase our impact!*

## **Now, back to you, our new Assistant Camp Director...**

First and foremost, you have experience in camp operations and program coordination. You get the importance of ensuring high standards in every aspect of the organization. Taking responsibility for the safe and effective operation and implementation of all camp programs is what you do. Your past jobs have given you a great foundation and experience with planning, leading, and supervising outdoor programs.

Not only are you a camp professional, you're also incredibly passionate about it. You are committed to increasing access and engagement to the outdoors. You'll set aside time to keep up with industry trends through various platforms, mediums, and training opportunities. You want to dig into how you can do your job better. Being the Assistant Camp Director is your career, and you're eager to grow with us (and possibly be THE Camp Director one day)!

You play nicely with others. Your past colleagues call you collaborative and supportive, but you're not afraid to have tough, honest conversations. You always look for opportunities to praise or let others know they are valuable and appreciated, but when you have to coach a staff member or enforce a camp rule, it's always received as friendly, supportive, and with respect.

You're really good at switching gears. You're flexible. You adapt and adjust. You have exceptional project management skills and experience. You are a whiz at staying on top of several long term tasks. You can simultaneously hire seasonal staff, market for multiple programs, and manage relationships with partners, contractors, and groups. You do this (and more!) without missing a beat.

You love problem-solving. When we implement programs that require a lot of coordination, you are excited and motivated at the idea of it running smoothly. You'll dive into the depths of a staff or camper issue, infer from their (sometimes vague) descriptions of exactly what's going on, anticipate where they need support, and clearly explain what they need to do in order to reach the appropriate outcome.

You'll be one of the key faces of OFRC. You don't mind building relationships - in fact, you love interacting with campers, families, staff, partners, contractors, and board members. You have the ability to understand, adapt to, and connect with diverse people, teams, perspectives, and cultures. You do this in an authentic and consistent manner. Every interaction is another chance to make someone's day and advance our mission. You exceed expectations by delivering "customer" service to all stakeholders in ways that are better than they were hoping for. You are enthusiastic - even if you don't feel like it that day. And you are calm under pressure.

You'll have the challenging task of seeing the forest and the trees. You know that efficiency is extremely important, but you can walk that fine line between getting the job done and doing it in a way that makes it easier next year. Organization and planning skills are part of your DNA. You anticipate and follow through. You are a master of making sure that operations run smoothly (like clockwork!) so that you can use the extra time for new and innovative projects.

You love to learn. You appreciate constructive feedback because you want to grow and improve. You're open-minded. A growth mindset is what you bring to just about every possible situation. You're not afraid to learn from others or admit when you make a mistake or don't know something. You welcome new ideas when they are brought up, even if they can't be implemented at the time. You know that communicating well is also being a good listener.

You love taking that one little extra step beyond what's expected. You're creative in that way. You pay attention to the tiniest of details. Your efforts lead to retention of campers and groups and attract new prospects. Above all, you are honest and trustworthy. You do the right thing even if no one is looking.

## **The Work Ahead**

In 2021, you'll be focused on working with the Leadership Team to plan and implement a safe summer camp season for our campers and staff. You'll work closely with Mark, Vince, and the other department managers to modify our program and operations as needed to keep everyone safe, while also providing as much camp to as many people as financially and safely as possible. Other projects we're excited to work on next year and the years ahead:

- Developing a new donor-funded Family Camp Scholarship Program that will provide a full-pay campership to one family from over 50 of Oakland's public elementary schools.
- Piloting an apprenticeship-type program for our Food Service and Facilities staff to provide job training and leadership skills to young people, while also building a staff pipeline.
- We are constantly developing and updating our procedure manuals for each position, so that we build organizational and staff capacity to spend time on new efforts.

## **Are you the one?! You may be the person we are looking for if:**

- You have at least 3 years' experience in:
  - camp/recreational business operations or in managing a similar outdoor, overnight, hospitality, or educational program/facility
  - a management and supervisory position, including the hiring, coaching and evaluation of staff
- You're a detailed planner, but can roll with changing priorities and situations.
- You are wildly productive and independent, but a team-player at heart and you love building relationships with people.
- You hold yourself and others to high standards and strive for continuous improvement, but don't let it stop you from getting the job done.
- You effortlessly juggle multiple projects simultaneously.
- Other people consider you a stellar (written, oral, digital, technical) communicator.
- You recognize that our culture and brand will be impacted by your leadership.
- You understand that sometimes you have to roll up your sleeves and join the team in the trenches.

*These are some of the biggies. Make sure to read the [job description](#) for other required qualifications and attributes.*

## How to Apply

*Prior to applying, please review [the job description](#) for primary role responsibilities, required and preferred qualifications and attributes, and compensation information.*

To apply, please email [ACDJob@FeatherRiverCamp.com](mailto:ACDJob@FeatherRiverCamp.com) and attach:

1. a PDF of your resume
2. a PDF of your cover letter that answers the following:
  - a. Why this position is of interest to you, and why you would be a great fit?
  - b. What type of work situations do you thrive in OR your description of the ideal company/workplace culture and why?
3. Optional: You are welcome to also share something that shows the quality of your previous work or a skillset you would like to highlight. Perhaps it is a staff recruitment video you spearheaded the creation of, an e-blast you designed and wrote copy for, or a process document for a summer procedure that shows your attention to detail.

## Timing

Our goal is to have the selected candidate start as soon as reasonably possible after the completion of the screening, interview, and selection process – ideally around the new year.

We will accept resumes and application materials on a rolling basis. Preference will be given to those who submit their applications prior December 4, 2020. Given the current employment landscape of the camp industry, we strongly encourage you to submit your materials sooner rather than later.

We hope to begin interviews in the first full week of December.