

## Oakland Feather River Camp - Assistant Camp Director

**Job Title:** Assistant Camp Director  
**Classification:** Full-Time/Salaried/Exempt  
**Duration/Location:** Year Round (May-Sept: Quincy, CA/Sept-Apr: Oakland, CA)  
**Reports to:** Executive Director/Camp Director

Organizational Mission: To promote and celebrate connections between nature, family and community, by creating unique opportunities to advance environmental awareness, cultural diversity, and youth empowerment.

Position Purpose & Description: To manage and coordinate the preparation and implementation of the purposeful programs of Oakland Feather River Camp. The Assistant Camp Director is responsible for directing OFRC's Family Camp, Youth Camp, and rental groups (program partnerships, conferences, facility rentals, weddings, etc.), leading seasonal department managers and staff, and ensuring effective coordination between all programs, departments, partners, and participants.

[Please click here for additional information on Oakland Feather River Camp, the Assistant Camp Director position, and instructions on how to apply.](#)

### Essential Job Functions:

1. Ensure safe, high quality, efficient program delivery and camper experiences
  - Ensure the highest standards when it comes to camp operation in every aspect
  - Plan, develop, and implement robust camping programs and leads innovation of new programs, activities, and events
  - Maintain responsibility for the safe and effective operations of all camp programs
  - Manage and coordinate interactions and communication between food service, office, facilities, and program departments so that operations run smoothly
  - Organize and ensure accurate and effective pre-, during, and post-camp communication between campers and the organization, including high quality camper orientation material and processes, as well as evaluation and retention efforts
  - Ensure all camp standards and best practices are implemented and followed including those related to best practices, emergency procedures, medical and disciplinary situations, and child abuse prevention
  - Ensure the safety and maintenance of facilities, grounds, and equipment
  - Provide input and oversight to the program department budget, managing revenue targets and projections and within expense targets for supplies and purchasing for program needs, as well as staff.
  - Oversee Store Coordinator, operations and purchasing of Camp Store in coordination with the Office Manager/Registrar.
  - Ensure all enrollment, hiring, and programmatic grant requirements are met.
2. Oversee the promotion, recruitment, hiring, training, supervision and evaluation of seasonal staff team and department managers
  - Recruit, hire, and oversee effective and well-run training and orientation of approximately 45 seasonal staff members across all departments. This includes implementing and following training requirements in addition to ensuring proper reporting of all incidents/accidents according to risk management procedures.
  - Supervise seasonal department directors in collaboration with the Executive Director/Camp Director.
  - Directly supervise seasonal Program Department leadership.

3. Implement and continue to develop existing marketing and communications plan and initiatives to meet enrollment goals for Family, Youth & Rental Camps and ensure year-round engagement to constituents
  - Implement marketing strategies for all programs (rental groups, weddings, family camp, youth camp, campership, and wedding rentals) including, creating a strong digital presence via website and social media, email marketing, direct mail, farmers' markets, camp fairs, and partnership marketing.
  - Ensure quality of programs leads to retention of campers and groups.
4. Manage relationships with partners, contractors, and rental groups
  - Prepare contracts and ensure timely payment of deposits from rental groups.
  - Ensure partnership camp groups have clear communication and expectations prior and during their use of camp.
  - Identify and propose new partnership prospects and projects with other cause driven organizations in the Oakland community.
  - Ensure clear communication while scheduling contractors and service providers for camp programs including Artists-in-Residence and Guest Instructors, contracted horse outfitter, and masseuses, etc. as needed for programming.

Other Job Duties:

- Coordinate State of California, United States Forest Service, and City of Oakland compliance and organize and ensure all staff have necessary certifications.

Qualifications, Knowledge, Skills and Abilities

*Required*

- Minimum of three years' experience:
  - in camp/recreational business operations, growth and development, community involvement, relationship building, supervision and development or related field
  - in a management and supervisory position, including the hiring, coaching and evaluation of staff
  - managing the operations of an outdoor, overnight, hospitality, or educational program and facility - or similar institution
- Must be willing to live on-site in camp-provided housing and be willing to work nights and weekends during program months
- Demonstrated ability to understand, adapt to, and build relationships with diverse people, teams, perspectives, and cultures in a friendly, collaborative consistent manner
- Exceptional organization and project management skills, attention to detail, and experience successfully managing multiple simultaneous initiatives, collaborators and constituencies
- Demonstrated ability to take ownership of projects, delegate tasks effectively, and meet deadlines, as well as readjust priorities on a regular basis as needed
- Self-starter and able to work independently and remotely towards individual and team goals
- Highly motivated with the consistent ability to meet or exceed goals, cultivate and retain relationships, volunteers, and program participants.
- Well-developed communication skills, including writing, editing, proofreading, public speaking, and listening skills in English
- Strong technical and digital communications skills, including proficiency in Microsoft Office and Google Suite and social media platforms
- Demonstrated passion, experience, and commitment to increasing access and engagement to the outdoors
- Strong analytical and critical-thinking skills with the ability to identify and leverage relevant data to use in planning and decision-making
- Demonstrated skills in customer service and group work with adults and youth
- Willingness to learn and adapt to both existing and new systems, technology, and processes

### *Preferred*

- Knowledge of health services and waterfront operations necessary to supervise seasonal directors
- Demonstrated experience in program and partnership development
- Familiarity and comfort with graphic design programs such as Canva, Microsoft Publisher, or Adobe Illustrator, InDesign, or Photoshop
- Certifications: CPR/AED for the Professional Rescuer or equivalent, and Basic First Aid
- BA/BS from an accredited college or university, in recreation management, business, non-profit management or related field, or equivalent experience

### Relationships:

The Assistant Camp Director will work closely with the Executive Director/Camp Director, seasonal department managers, and other year-round staff. As the primary coordinator of the seasonal department managers, the Assistant Camp Director will need to collaborate and facilitate cooperation to effectively and efficiently implement our camp program and provide a quality camper and staff experience. The Assistant Camp Director will be expected to build strong relationships with staff, partners, and contractors, but also campers and external stakeholders. The Assistant Camp Director will be called upon to play a significant and specific role in certain emergency situations as outlined in the Oakland Feather River Camp Emergency Action Plan if they arise.

Equipment Used: Including, but not limited to, the use and care of: computers, laptops, radios, fire protection equipment, program equipment, emergency and first aid equipment and supplies, washers and dryers, and dishwashers.

### Work Environment & Physical Aspects of the Position:

- Must be able to routinely perform the following physical activities; climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for extended periods of time, walk, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity to perform detailed tasks.
- Daily exposure to sun, heat and natural environment.
- Must be detail oriented and exhibit a high degree of accuracy and alertness.
- Must be able to supervise a camp day while maintaining stamina. Camp days may run from early mornings to late evenings. Must be willing to be on call throughout the evenings in case of emergencies.

### Compensation & Benefits

- Salary Range: \$55,000-\$60,000
- During summer program months, we will provide you with on-site, private, rustic, and furnished accommodations.
- Benefits include: paid health premiums, holidays, vacation/PTO, professional development opportunities, 401k savings plan, cell phone, employee program discount, and housing and meals during program months.

*NON-DISCRIMINATION POLICY: Camps in Common and Oakland Feather River Camp does not discriminate internally (in its administrative and program operations) or externally (in its recipients of services) on the basis of race, color, religion, gender identity or expression, sex, sexual orientation, age, national origin, ethnicity, ancestry, genetic information, marital status, veteran status, or mental or physical disability or any other status or characteristic prohibited by applicable law in the United States. Camps in Common prohibits any such discrimination or harassment and no person/s may be denied service and/or employment based on the categories noted above.*