



Job Title:	Camp Director
Classification:	Full-Time, Salaried/Exempt
Compensation:	\$64,500-\$72,100 (commensurate with experience)
Reports to:	Executive Director
Duration & Locations:	Year-Round (5/1 through 9/15 at the Camp property in Quincy, CA, 9/15 through 4/30 in Oakland or REMOTE)

Oakland Feather River Camp (OFRC) is seeking a dynamic, skilled, and experienced professional to join our year-round staff team as our **Camp Director**. This new position will oversee the planning and coordination of our summer family camp programs, hiring of seasonal staff, and coordination of our rental groups and programmatic partnerships. This position is being created as part of a restructuring that has a goal of ensuring the needs of our organization, staff, and campers are fully met. As a result, the Camp Director responsibilities are being split from the Executive Director/Camp Director position and the role previously known as the Director of Programs and Operations position is now reconfigured as the Camp Director.

You might be wondering if you'd be a good fit for OFRC's Camp Director position. There are a lot of additional details on the next pages about our organization's operating model, programs, and values, as well as about the role itself, but right away you'll know if you're suited for this position if you are:

- a camp professional who has demonstrated experience in operations, programming, and hiring
- a relationship builder who collaborates, listens, and communicates effectively with diverse people, teams, perspectives, and cultures in a friendly, collaborative consistent manner
- an organized, process oriented, and detailed planner who enjoys creating structure in complex systems, but can roll with changing priorities and conditions
- a leader and manager who holds yourself and others to high standards and values continuous improvement, but doesn't let it stop you from getting the job done
- a team player who can juggle multiple projects at once, but knows how to prioritize the most important initiatives

That's a very brief introduction to this position and what we are looking for, but there's a lot more to it! We know that all camps and nonprofits are different and some are structured in very different ways. There's a lot of information in the next few pages, but our hope is that in learning more about OFRC and our culture upfront, as well as what type of individual we are looking for, you will be able to more effectively evaluate prior to applying whether you think you are a good fit for this role and if OFRC would be a good next step in your career journey.

ORGANIZATIONAL PROFILE & PROGRAMS

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. We have a unique history that can be found [on our website](#).

OFRC is an organization with two distinct seasons - each with its own priorities, locations, and types of work depending on the time of year. During the program months (May-September), our team's priority is on the day-to-day operation of our Camp programs and facility in Quincy, CA. The focus in the non-program months (October-April) shifts to hiring and recruitment, marketing, fundraising, and - most importantly - planning for the upcoming summer!

OFRC is situated in the beautiful Plumas National Forest, where the Cascade and the Sierra Mountain Ranges meet. Most of the year-round team spends our summers at Camp in Quincy 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 five years, we have invested over \$350,000 into the site and property.

During a typical summer, we serve our community through five weeks of family camp and several weeks of rental groups and programmatic partnership camps. There is a lot of program diversity from week to week! We also typically have a Memorial Day Volunteer Work Weekend and a Labor Day Weekend Family Camp. There is rarely a day when we do not have campers on site between early June and mid-August, so night and weekend work is standard and days off will likely occur in the middle of the week. The days at camp are long, yet fulfilling!

In the summer months, we employ approximately 45 seasonal summer staff. Our dedicated Facilities Staff start waking up the facility in late April and our first group is usually scheduled for the weekend before Memorial Day weekend. Labor Day Weekend Camp has traditionally been our last program of the season before we start shutting down the facility.

Family Camp is OFRC's signature program. Each week of Family Camp has a theme ([check out our website for descriptions](#)) and we bring in Guest Instructors to enhance our program staff's traditional camp programming offerings. In 2022, we averaged around 120 family campers during each session. For the 2022 season, we are striving for at least 150 campers each session.

Our **Rental Groups and Program Partnerships** make up a significant percentage of our summer schedule 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, two youth camps run and staffed by the Oakland Parks & Recreation Department, and even weddings!

We ensure access to both of these types of programs through our **Camp Scholarship & Financial Assistance Program**. We are proud that since 2019, we have provided over \$190,000 in financial assistance to Oakland and East Bay families. Ensuring access to OFRC to all Oaklanders who seek a mountain summer camp experience is an important priority of our organization and one of our priorities in the coming years is to increase this program's reach and impact.

Our mountain backdrop provides a unique recreation and community building experience for Oaklanders and Northern California youth and families. While the majority of our campers come from Oakland or the Bay Area, it's not uncommon for rental groups to come from Reno, Sacramento, or even the local Quincy community. Accommodations for campers include platform tents and rustic cabins. Half have electricity, but half do not! Bathroom facilities include four bathhouses throughout the site.

LOCATION

The **Camp Director** will be required to work on site up at camp during the program months (May through mid-Sept). Private, rustic, and furnished accommodations will be provided.

The charming mountain town of Quincy is a ten-minute drive from our camp property and has all the essentials - restaurants, hardware and grocery stores, numerous thrift stores, a library, and even outdoor stores, a community theater, and a brewery. Big box stores and everything you could ever need can all be found in Chico and Reno - both about a 1.5-hr drive from Quincy.



Located in the heart of Plumas National Forest and "[The Lost Sierra](#)," OFRC and Quincy are a short drive away from numerous swimming holes, multi-use trails leading to incredible vistas, and other neighboring, quaint mountain towns. [Lake Tahoe](#) and [Lassen National Park](#) are both within a two hour drive.

During non-program months (October-April), you are welcome to work remotely from wherever you please! However, travel to California a few times a year during the off-season may be required for staff retreats or special events. If you are Bay Area-based or choose to move to the region, you may join the Executive Director and Development & Marketing Director in working out of our small Oakland administrative office. 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. As one of the fastest growing cities in California, [the restaurant, entertainment, and nightlife scene in Oakland is thriving](#).

In addition to the bustling city life, Oakland is situated with easy access to Pacific Ocean [beaches](#) and [beautiful 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 ten minute walk from Lake Merritt (picture below).

San Francisco 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 drive. Road biking and bike trails are numerous throughout the region. [National Parks such as Yosemite, Sequoia, Muir Woods](#) are all within a day's drive as well.



ORGANIZATIONAL CULTURE

We Are Mission and Vision Driven... and Committed to Celebrating! - If you haven't already, check out our nonprofit mission at the top of the 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 towards our organizational goals. We have a vision of being a mountain microcosm of Oakland, representing our home community and with as vibrant cultural programming as is available down in Oakland.

We Have High Standards and Aim 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.



We Are Committed to Your Success! - 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, training sessions, mentorship - there are lots of ways to develop our skill sets. While our professional development budget is not unlimited, we want 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 and funds allow, we're not shy about calling upon contractors to help with specialized tasks or projects when capacity is short or if it requires expertise!

We're Nimble & Ready for Anything - Our growth over the past 6.5 years has sometimes caused growing pains, which has meant juggling multiple projects at once and having to respond to unexpected opportunities or situations. While we are intentionally focusing on ruthlessly prioritizing, simplifying where we can, and not spreading ourselves too thin, we know that change is one of the only constants in life, that camps are complex organizations, and that success breeds new challenges.

We Understand the Need to Recharge and the Importance of Life Outside of Work

As any nonprofit or camp professional will tell you: you *need* to take a break to rest and recharge after (and during!) a busy program season. We FULLY support that. In addition to having a generous time off policy, we also **embrace a four-day off-season work week for our year-round staff October through April**. During these months, this position will require occasional work on weekends and weeknights, but we also value flex-time and allow for flexible, remote work arrangements. Our culture encourages disconnecting *completely* from work during time off so real recovery can take place and we can give our all when we return to work. Given the residential nature of camping, this is much easier to accomplish during the off-season, but with a little bit of planning and coordination, it can nearly always be done!

MEET THE OFRC TEAM

We consider ourselves to be a fun, hardworking, and committed bunch. Here is a list of the other year-round staff and who the Camp Director will work closest with:

Mark: OFRC's Executive Director. He is a process and systems-thinking individual (with a big picture view) who has spent 22 summers working or volunteering at camps in some capacity. Mark started [his camping career](#) as a counselor in Michigan, and will be starting his seventh year at OFRC in January. You'll work closely with him to reach the organization's and your individual goals. When Mark isn't working, you can find him seeking out the best hikes with the most expansive views (in both the Bay and Quincy) or planning his next trip to take during the off-season (likely 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. During the camp season, he also manages our maintenance and capital projects on-site and our Building & Grounds and Housekeeping Staff. You'll work with Vince to ensure the property is serving the needs of our campers and staff. Vince lives on site year-round, enjoys observing all the wildlife in the area, and is active in the Quincy community. Some (all of us on the year-round team) say he is one of the most pleasant individuals in all of California to have a conversation with!

Patrick: Patrick is OFRC's Office Manager & Registrar and is responsible for processing registrations, bookkeeping, running payroll, managing our office operations, and overseeing our seasonal camp Office & Store staff members. You'll work with Patrick on making sure our communications to campers and staff reflect reality and on anything having to do with check-in, rental group housing, the camp store, and any other financial matter. Patrick grew up in Oakland but currently lives in Quincy year-round with his fiancé and several animals (including cats, dogs, and chickens!). He works remotely most of the time, but makes trips down to Oakland several times a year to work from our camp office and visit family.

Erin: As Development & Marketing Director, Erin oversees our fundraising and marketing efforts. You'll work with Erin on making sure that our marketing aligns with our programs, developing program and project related funding proposals, and ensuring that grant and restricted campership or facility improvement donations are spent as intended and that a culture of philanthropy is integrated into the summer camp experience. Erin lives in Oakland with her family and works out of our Oakland office year-round, but makes several trips up to camp throughout the summer season as both a camper and employee!

Seasonal Staff: Each summer, we welcome seasonal department managers for our Food Service and Program departments and around 40-45 frontline seasonal staff members across all departments. We aim 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. While these folks are only with the organization for a portion of each year, they are responsible for the high quality programming and service that OFRC is known for.

HOW WE HAVE NAVIGATED THESE PAST FEW YEARS

It's been a challenging past three years for all camps, nonprofits, and small businesses... and OFRC is no outlier. Prior to the pandemic, we were on a fast-paced growth trajectory - largely because of a focus on heads-in-beds (marketing and maximizing occupancy) and investment in our fundraising and campership program. OFRC has grown from a budget of \$600,000 in 2016 to a budget of \$1.2 million in 2022.

After canceling our 2020 camp season, we faced significant financial challenges as a seasonal business so reliant on summer program revenue. We survived thanks to the generosity of our OFRC camp families and alumni community, and through securing financial support through government programs at the federal, state, and local levels. One priority of our nonprofit board of directors was to keep our year-round staff fully employed and we are proud that we were able to make it through 2020 without furloughing or reducing wages for any of our year-round team.

As our financial position stabilized in early Fall 2020, we began to plan for the 2021 camp season. We soon realized that we needed additional staff capacity to execute a safe and successful camp season and so we created a new full-time, year-round Director of Programs & Operations position to increase staff capacity in the non-summer months. This position allowed OFRC's Executive Director to focus on the more strategic, longer-term priorities of the organization. The Director of Programs and Operations position has now been reconfigured as the Camp Director.

Post-2020, we also made some significant changes to our operating model due to the need to operate more efficiently. The two biggest changes we've made are structuring our Family Camp program as sessions (in previous years, we utilized a nightly reservation model), and replacing our one-week of youth overnight camp with an additional family camp session.

In 2021, like most camps throughout the country, we struggled with seasonal staff hiring - even after raising pay rates significantly. After significant reflection and discussion of workload, appropriate compensation, and other aspects of the staff experience, we implemented several changes in 2022. We are thrilled to share that we were almost 100% fully staffed this past season. Our goal is for our staff to feel respected, motivated, and appreciated and to be an employer of choice. In an industry that is changing rapidly, we continue to prioritize this effort.

In the Fall of 2021, when our longtime Office Assistant and Registrar retired, we took the initial steps in restructuring our year-round team. In an effort to reduce workload and increase capacity for key functions, we transformed a part-time position into a full-time position and hired a new Office Manager and Registrar and Development & Marketing Director. This brought our year-round team to five full-time positions.

The 2022 camp season was not without its challenges, but being nearly fully staffed at the seasonal level and having more full-time year-round positions helped significantly. We continued our ongoing effort to simplify and implement efficiencies in our operations. In addition to a large number of new campers and rental groups, we returned to our 2019 number of Family Campers. And we had our most positive year yet in terms of camper evaluations. We're looking forward to building on these successes with a new Camp Director in 2023!

THE WORK AHEAD & POSITION PRIORITIES

As we turn our attention to the 2023 season, organizationally we are interested in creating stability for our multiple core functions and year-round positions. Our growth (and accompanying growing pains) from the past several years, coupled with the turbulent past three years, has brought us to a place where we want to focus on building a strong foundation of our core organizational functions.

We have realistic expectations on what a new team member will accomplish in their first season working at OFRC. In seasonal organizations, it takes a year to go through everything once! In the lead up to the 2023, this position will be focusing on these three core efforts:

1. Hiring, onboarding, training, and supporting an excellent team of department managers and seasonal staff
 - Working to secure returning staff promptly after hiring
 - Promoting our open seasonal positions strategically
 - Screening and interviewing returning and new staff
 - Working with our Office Manager to ensure onboarding paperwork and logistics is completed and communicated effectively
 - Planning for a robust and successfully staff training experience for department managers and frontline staff
2. Managing the process of coordinating rental groups and program partnerships
 - Developing new systems of capturing and communicating rental group needs to seasonal department managers
 - Coordinating and facilitating rental group booking process
 - Incorporating lessons learned from 2022 and previous seasons to simplify process of coordinating rental groups
3. Working with our contractors, guest artists/instructors, and volunteers to provide a quality camp program experience for our campers.
 - Connecting with these key stakeholders early in the pre-season to ensure an organized external partner program
 - Connecting with already identified potential volunteers, partner institutions, and guest artists/instructors to provide new program offerings to our campers

During the camp season, this position largely runs the show! As the former Camp Director, the Executive Director will actively mentor and support whoever is hired for this position.

If you are not already, you'll be trained up with Paychex Payroll, Wordpress, and Yet Another Mail Merge (YAMM) so you are comfortable with these important tools.

For more information on this role's priorities and projects for the year ahead, check our work plan for this position on the last page of this packet!



COMPENSATION & BENEFITS

In addition to your salary (see range above and in the formal job description on the next page), a generous vacation, PTO, and holiday policy, 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 recently set up a company 401k retirement program. We also cover your cell phone bill. Did we mention that we work a four-day work weekend from October - April? Yes, really! Housing is provided during the summer months and meals are provided at no cost when the kitchen is operational.



HOW TO APPLY

Prior to applying, please review the job description for the role's primary responsibilities, required and preferred qualifications and attributes, and compensation information.

To apply, please email Jobs@FeatherRiverCamp.com and attach:

1. a PDF of your resume
2. a PDF of your cover letter OR a video of you that answers the following:
 - a. Why is this position of interest to you?
 - b. Why would you be a great fit?
 - c. What type of work situations do you thrive in?
3. Optional: You are welcome to also share something that shows the quality of your previous work or a skill set you would like to highlight. Perhaps it is a rental group coordination document that you sent to other colleagues, a staff recruitment video you spearheaded the creation of, or documentation of a procedure that shows your attention to detail.

INTERVIEW PROCESS AND TIMELINE

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

We will accept resumes and application materials on a rolling basis. Preference will be given to those who submit their applications prior to October 10, 2022. We strongly encourage you to submit your materials sooner rather than later as we hope to begin screening candidates the week of October 17, 2022.

Oakland Feather River Camp - Camp Director Job Description

Job Title:	Camp Director
Classification:	Full-Time, Salaried/Exempt
Compensation:	\$64,500-\$72,100 (commensurate with experience)
Reports to:	Executive Director
Duration & Locations:	Year-Round (5/1 through 9/15 at the Camp property in Quincy, CA, 9/15 through 4/30 in Oakland or REMOTE)

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 Camp Director is responsible for directing OFRC's Family Camp programs 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.

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 lead 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/store, 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 safety, emergency procedures, medical and disciplinary situations, and child abuse prevention
 - Oversee the safety and maintenance of facilities, grounds, and equipment
 - Provide input and oversight to the program budget, managing revenue targets and projections and within expense targets for supplies and purchasing for program needs, as well as staff
 - 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 40-45 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 and manage seasonal department directors in collaboration with the Executive Director
 - Direct staff appreciation, motivation, and retention efforts
3. Manage relationships with program partners, contractors, and rental groups
 - Prepare rental agreements and ensure timely payment of deposits from external groups
 - Ensure partnership camp groups have clear communication and expectations prior to and during their use of camp
 - Ensure timely and 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:

- Collaborate with Marketing & Development Director to develop marketing and fundraising materials and ensure advancement efforts are aligned with OFRC's programs
- Assist with and when appropriate take a leadership role when preparing for or while executing marketing, development, promotional, and other organizational events
- Coordinate State of California, United States Forest Service, and City of Oakland compliance and organize and ensure all staff have necessary certifications
- The Camp Director will be called upon to play a significant and specific role in certain emergency situations as outlined in the OFRC Emergency Action Plan if they arise.

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 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 or Google Suite
- Demonstrated passion, experience, and commitment to increasing access and engagement to the outdoors for underserved or marginalized communities
- 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 Camp Director will work closely with the Executive Director, other year-round staff, and seasonal department managers. As the primary coordinator of the seasonal department managers, the 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 Camp Director will be expected to build strong relationships with staff, partners, and contractors, but also campers and external stakeholders.

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: \$64,500-\$72,100
- 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.

Please Note: OFRC Requires that all employees are fully vaccinated against COVID-19, and will require proof of vaccination as part of the onboarding process.

DIVERSITY STATEMENT: Camps in Common dba Oakland Feather River Camp is an equal opportunity employer. We believe an inclusive and diverse workforce is invaluable. OFRC encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, people of color; lesbian, gay, bisexual, transgender, queer, and intersex people; women; people with disabilities, protected veterans, and formerly incarcerated individuals are all strongly encouraged to apply.

As recent studies have shown, women and people of color are less likely to apply for a position unless they match every described function in a job posting. The OFRC team is most interested in finding the best candidate for the job, and we understand that candidate may be someone who comes from a less traditional background. If that is you, we encourage you to apply and tell us about yourself.

NON-DISCRIMINATION POLICY: Camps in Common dba 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.



OFRC 2023 Camp Director Work Plan Overview

Camp Director															
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
Staffing				Seasonal staff recruitment, screening, and hiring		In-season management of department managers and hr/personnel functions									
				Recruitment of key seasonal positions		Prep staff training		Post-season staff engagement		Explore pay scale matrix		Recruitment of key seasonal positions and returning staff			
				Explore online pre-season trainings	Review paperwork/onboarding procedures	Staff onboarding & training				Develop Staff-In-Training (SIT) Program					
				Rental group coordination										Connect with recurring rental groups and inquiries	
Programming				Connect with recurring rental groups and inquiries		Pre-season program development		In-season program management and coordination				Connect with recurring rental groups and inquiries			
				Secure guest artists and camp enrichment contractors for next season		Develop resources and materials for local sights and attractions						Post-Season debrief		Update contracts for camp enrichment contractors	