

Camps Director-Job Description

General Responsibilities

- Host various camps and conferences in conjunction with Events Staff as they utilize the HCU campus facilities during the summer months.
- Supervise all Camps Assistant staff.
- Present the HCU campus to prospective students, parents, and future partners of the University and be an official liaison between the university and campus guests.

Qualifications

- Be a student in good standing with the University.
- Display a servant-hearted mindset and a positive attitude.
- Demonstrate good organizational and communication skills throughout all duties of the position.
- Demonstrate strong customer service and interpersonal skills.
- Demonstrate punctuality in all given tasks.

Duties & Responsibilities

- Conduct training for all Camps Assistants.
- Conduct weekly meetings with Camps Assistants to go over any needed information.
- Run check-ins for all camps, go through their keys with them, go on a walk-through of all rooms to assess for damages before any camper's stay, give them a rundown of schedules and information about their stay on campus, and offer excellent customer service.
- Perform a walkthrough of all rooms being used before camps stay to check for any damages in collaboration with university maintenance, residential life, and custodial services.
- Put in maintenance requests as needed.
- Attend to the needs of camps as requested.
- Be the Director on call throughout the summer for emergencies.
- Maintain confidentiality of information. Properly use tact, diplomacy, discretion and judgment in all situations.
- Work up to potentially 29 hours per week in the university events, camps, and conferences office.
- Create rooming assignments for each camp and conference throughout the summer
- Stay in contact with each camp throughout their camp (planning, implementation, and follow-up).
- Make use of Planning Pod, uploading all documentation for each camp in its correct spot.
- Other duties as assigned by the University Events, Camps, and Conferences professional staff.