



## Northport Point Club Director – Job Description

**Position Purpose:** The Director is responsible for providing a fun and safe day camp consisting of tennis, golf, swimming, sailing and park activities to the Northport Point community. The Director is the leader of the Northport Point Club Recreation Staff, reporting to the Recreation Committee. The Director works at Northport Point and is responsible for day to day operations beginning mid-June to mid-August. This includes pre-program preparation, staff training and C.I.T. management, eight weeks of program time, and post-program clean-up and reporting. Off season work is also required for staff hiring, developing and planning curriculum, ordering supplies and maintaining communication with the Northport Point Community.

**Qualifications:**

- Experience in administrative roles at a similar camp
- Experience in a teaching environment interacting and supporting elementary and/or high school aged students
- Demonstrate responsibility and patience while interacting with children
- Demonstrate excellent management and personnel skills
- Current certification in first aid and CPR
- Familiar with tennis, golf, swimming and/or sailing sports

*Background: The Northport Point Community*

Northport Point is an old community with many beloved traditions. The Director works for a balance between maintaining tradition and breaking new and exciting ground.

Many parents of current “Beach Classers” attended Beach Class themselves, and are part of extended families which have come to Northport Point for generations. The parent group feels a strong attachment to the program gives generously of their time and welcomes new and returning staff members. The Director interacts with many of the parents and works closely with parents who serve on the Recreation Committee.

The eight week Recreation Program is divided into two, 4 week sessions, each of which ends with an awards dinner and dance on the last Friday of the session. Weekly participation in Beach Class ranges from about 20 children to about 60 children, with the smallest numbers in the first few weeks. Families spend different amounts of time at Northport Point, so the group is somewhat different each week. Most children attend for 2 – 4 weeks.

During each session one or two parents take on the job of “Session Parent.” These parents organize evening activities, run informational meetings, coordinate parent volunteers and serve as a resource and sounding board for the Director.



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Staff members live in two cottages located at the heart of the Point, with views over the water to both the east and west. Both cottages have full kitchens and living/dining areas. There are laundry facilities and internet access.

### **Essential Job Functions:**

#### 1. Deliver a fun program to campers

During the program, the Director is responsible for the day-to-day operations and administration of the Recreation Program. Mornings are spent overseeing Beach Class, and afternoons are spent running other aspects of the program. The Director should lead and support the staff and may also often participate in the recreation activities. We expect the Director to have the maturity, responsibility and self-discipline to lead by example, and to interact confidently and cooperatively with the NPP community.

#### 2. Day to Day Operations

- Attendance, registration, finance and facilities
- Program planning, preparation, implementation and follow-up
- Field trip and event planning and arrangements
- Pre-program set up and training, and post-program cleanup and reports
- Coordination with Golf Committee and Yacht Club to provide age appropriate instruction to campers
- The Director is on call 12 hours daily except for Sundays
- Sundays are the day off for the Director

#### 3. The Director manages a staff of 6 or 7, including instructors of tennis, golf, sailing (2), swimming, and Play Class (5-6 year olds).

- Hire responsible and qualified counselors for the tennis, swimming and Play Class counselor positions by February 1<sup>st</sup>. This process includes identifying candidates, interviewing, checking references, reviewing job descriptions and also offering hiring recommendations for the sailing and golf counselor positions.
- Supervise golf, tennis, Play Class, swimming and sailing instructors.
- The Director is expected to understand the details of each instructor's job and make sure the jobs are done properly. He/she is expected to lead the staff with a positive and enthusiastic attitude, and to combine firmness and maturity with respect.



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- Staff members live in close quarters in the midst of the community. The Director works with staff members to create cohesiveness and camaraderie. Since staff members schedule their own private lessons and clinics, the Director also makes sure each staffer maintains a healthy work/leisure balance.
- Oversee behavior, personal conduct, and housekeeping relating to the counselors.
- Take appropriate disciplinary actions if necessary, and confer with the Recreation Committee and/or Club Board when appropriate.
- Conduct regular staff meetings and mid-summer performance reviews.
- Actively review and provide feedback on curricula and lesson plans for each counselor.

#### 4. C.I.T. Management

- Supervise 15-17 year old Counselors in Training (CITs).
- The CIT job is often a teen's first real job, so management of them includes a great deal of training and mentoring. The Director will help the CITs develop work discipline and a sense of personal responsibility, and well as provide positive and encouraging feedback.
- Oversee behavior and personal conduct while on the job. Take appropriate disciplinary actions if necessary, and confer with the Recreation Committee and/or Club Board when appropriate.
- Conduct weekly work assignment/training meetings.
- Ensure CITs are properly prepared for their work.

#### 5. Ensure that the counselors and campers know and follow safety procedures during camp programs.

- Assist in the implementation of staff training in safety procedures according to the Northport Point Club rules.
- Provide guidelines utilizing camp equipment.
- Ensure that program areas are kept free of hazards and debris.



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### **Other Job Duties:**

- The Director works with our bookkeeper on financial matters, registration, planning and attendance.
- Works with club staff on facility matters to keep equipment safe and organized.
- Works with Yacht Club members regarding sailing and boating matters.
- Organize and prepare, with the help of the other counselors, awards and trophies for the two Navy Ball Celebrations.
- Over see that the two staff cottages and beach/park front area are well maintained and kept orderly.
- Work as a liaison between staff members and parents. All issues between staff and parents go through you. You are the problem solver and buffer. Handle personnel issues with tact and graciousness.
- Visit Monday parent meetings.
- Various events and competitions are held throughout the summer, run by all staff, individual staff members, or parents. The Director runs events, supervises staff handling of events, coordinates staff participation, and/or coordinates with parents as required.
- Provide feedback on your job, and the Recreation Program in general, to continually improve the Recreation Program, keeping its programs fresh and effective.