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## Job Title: Director of Camp Operations – Association Office

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### Job Summary:

The Director of Camp Operations is responsible for managing all YMCA Camp operations. This includes ensuring all Camps implement Association strategies, meet annual financial targets, and ensure Camp programming meets the highest standards. The incumbent provides strong leadership direction to Camp Directors and team members, streamlines job descriptions, collaboratively identifies Camp activities, and develops practices around curricula, recruiting, interviewing, selection, staff development and succession planning. The Director reinforces the Y's mission, vision and values within the organization and the community.

### Essential Functions:

- Leads integration and culture development to a unified YMCA of Long Island camping structure in alignment with the Association's strategic direction.
- Develops and maintains a collaborative working relationship with Branch Executives and other members of the Association Office leadership team.
- Develops growth and retention efforts that will maximize return of the significant investments made in camping services and facilities.
- Provides leadership to the Association Camp Cabinet and attends branch camp meetings.
- Focus on quality and innovation for all camps across Long Island.
- Works with MarComms, IT and Branch Admins to implement and manage Campsite software.
- Fully develops the brand capacity and potential to position Y Camps as the best on Long Island.
- Provides leadership for Camps in achieving the Camp and Association strategic plan.
- Leads and implements major Camp initiatives for the Association as directed by VP, Strategic Initiatives.
- Develops and maintains a strong camper base to achieve the mission and vision of the camps and the Association.
- Emphasizes the consistent application of best practices to assure the highest level of quality and camper satisfaction in all camp operations.
- Provides leadership to Camp Directors to recruit, retain, develop and motivate a diverse, mission-driven staff team to meet the needs of the camp participants and achieve camp and Association objectives.
- Produces forms, letters and pertinent documents needed for the implementation of the camp, working with Association Office and Branch leadership.
- Manages Camp operations in a manner that achieves organizational objectives in a fiscally responsible manner.
- Creates, distributes and maintains Camp standards and best practices.
- Works closely with Association Office and Branch leadership to determine the Camp operating budget and provide best practices to control expenditures.
- Provides guidance and works with Association and Branch leadership to develop and maintain camp facilities that meet the needs of current and potential members and the Association's safety, service, and security objectives.
- Monitors American Camping Association Accreditation process and conducts annual quality audits at each camp facility.

## **ORGANIZATIONAL RELATIONSHIP:**

The Director of Camp Operations reports to the VP, Strategic Initiatives who reports to Sr. VP/COO. The Director of Camp Operations provides direction to the assigned Camp Directors and team members under the direction of the VP, Strategic Initiatives or his/her designees.

## **QUALIFICATIONS:**

### **Required**

- Bachelor's degree in business administration/human services or equivalent experience.
- 3-5 years camp management experience.
- Minimum of five (5) years progressively responsible executive operations management experience.
- Demonstrated understanding and support of the YMCA's mission.
- Extensive professional experience in a broad range of YMCA program positions.
- Proven management abilities in community relations; budget development and financial control; staff management and development; property and building management; strategic planning and policy making; and volunteer development.
- Excellent interpersonal and communication skills, patient, enthusiastic, self-controlled and dependable.
- Demonstrated maturity, good judgement, and excellent human relations skills.
- Ability to think conceptually, portray good analytical skills, and demonstrate assertiveness to manage the scope and diversity of the responsibilities.
- Ability to handle multiple demands and priorities and achieve organizational objectives.
- Ability to provide leadership to multiple camp locations.
- Experience working effectively within a matrix, mission oriented, and diverse environment.
- First Aid / CPR Certifications.
- Child Abuse Prevention Certification.
- ACA Camp Director trained.

### **Preferred**

- YMCA or non-profit experience.
- YMCA Organizational Leader certification.

## **HOW TO APPLY:**

For consideration or to request the full job description, please email Anthony Montalbano, VP, Strategic Initiatives, at [Anthony.Montalbano@ymcali.org](mailto:Anthony.Montalbano@ymcali.org). Please include a resume and cover letter indicating your interest, qualifications, and salary requirements.