



## Director

### Standard Operating Procedure

#### Morning

##### **Clock-in at the Camp Office**

- Prepare camp materials to be ready for the day
- Review any special needs, allergies or medical conditions of campers
- Meet with Site Director(s) and Leadership Team, to discuss schedule changes, announcements and need-to-know items
- Check-in with camp office to gather any messages
- Meet with staff in your morning briefing area to discuss schedule changes and announcements specific to your camp

##### **Drop-off (Camper Arrival)**

- Greet campers and support your staff in their morning meeting area with supervision and helping campers get to their correct group
- Create a fun and welcoming environment
- Be available to answer any questions from parents/guardians
- Ensure all paperwork is complete, let office know if parents need to be called for missing items and collect attendance rosters to be handed into the Camp Office
- Check-in with Team Members regarding programming, camper behavior, etc.

##### **Morning Assembly**

- Coordinate and execute morning assembly in morning meeting area, encouraging all campers and Team Members to participate

#### Daily Schedule

##### **Camp Operations**

- Rotate around campus to check-in with your groups and ensure camp is running properly
- Ensure all safety protocols are being implemented and daily/weekly safety checks are being completed
- Ensure all paperwork is completed throughout the day
- Execute special events as per the curriculum and camp calendar
- Ensure supplies and other camp materials are provided and readily available for Instructors
- Be involved in camp activities

##### **Camper Care**

- Confirm absent campers before the office staff call home
- Assist with arrival of late campers
- Be fun and make a positive impact on your campers
- Make sure all campers are engaged in activities

- Monitor groups during their lunch time; assist Team Members with getting camper's food, cleaning their areas and supervising LT tables
- Make sure each camper eats their lunch every day, call parent/guardian if a camper does not eat
- Check in with the Camp Office for any parent messages
- Assist Team Members as needed with behavior management strategies
- Communicate with parents/guardians regarding any issues that may arise

#### **Team Member Management**

- Ensure Team Members are properly performing all job responsibilities
- Make sure Team Members are engaged in all activities
- Check-in with Team Members regarding any issues with campers
- Assist your Team Members whenever needed with supervision of their groups
- Manage call-outs and track Team Member attendance
- Make yourself available to your Team Members
- Conduct conversations with Team Members to provide support and opportunities for upskilling
- Find opportunities to catch Team Members doing something great and provide positive feedback

### **Afternoon**

#### **Pick-up (Camper Dismissal)**

- Directors who are assigned to carline assist by checking parent identification, walking campers from their groups, and bringing them to their cars
- Directors *not* assisting in carline supervise their staff and campers
- Be available to answer any questions from parents/guardians
- Make sure your dismissal area is clean before Club OT is announced
- Assist as needed with the Club OT transition. Make sure staff and campers are where they need to be and all supplies and materials are accounted for

#### **End of Camp Day**

- Follow-up with Team Members regarding any issues from the day
- Meet with Site Director(s) and Leadership Team to discuss events of the day as well as staff and camper behaviors
- Conduct campus walkthrough to ensure everything is in proper order
- Follow up on calls or other communications with parents/guardians
- Plan and setup for the next day

### **General Responsibilities**

- Set positive and energetic tone for each day
- Monitor camp calendar and plan ahead for events
- Conduct mid-summer and end-of-summer Team Member evaluations
- Help to maintain general cleanliness and order of the campus
- Coordinate with the rest of the Leadership Team on shared spaces and schedules
- Help with additional duties that may be assigned by the Site Directors(s)
- Have fun!