



## **Camp Director Rock Springs Ranch**

### **General Description**

The Camp Director position is responsible for the leadership of the residential camping program at Rock Springs Ranch (RSR), which is owned and operated by the Kansas 4-H Foundation. This is a hands-on management position requiring an adaptable individual with a strong ability to effectively prioritize and maintain professional communication with the larger Kansas 4-H community. This position reports to the managing director at Rock Springs Ranch in Junction City, Kansas.

The Kansas 4-H Foundation is the 501(c)(3) fundraising arm for Kansas 4-H, the state's largest positive youth development program, as well as Rock Springs Ranch, the state 4-H camp and conference center. The Foundation works with businesses, organizations, individuals and families who share a common desire to support a statewide effort of growing future leaders. Rock Springs Ranch is a 735-acre property located in the heart of the flint hills and is accredited by the American Camp Association.

### **Primary Responsibilities**

- Develop & Enhance Summer 4-H Camp Program
  - Deliver programs and activities to meet developmental needs of campers
  - Manage and execute camper registration and campership process
  - Lead with a focus on growth and retention of camper families
  - Remain current with best practices in youth development and camping industry, including the knowledge of the American Camp Association accreditation process and guidelines
  - Build and monitor the summer camp budget
- Recruitment and Retention
  - Work with the director of communications to execute year-round communication with parents, campers, 4-H clubs and 4-H professionals across the state
  - Serve as a representative of Rock Springs Ranch/Kansas 4-H Foundation at events
  - Review surveys to ensure and improve program outcomes
- Seasonal Staff Management
  - Recruit, hire, train, schedule, supervise, and evaluate seasonal staff
  - Collaboratively build and institute policies and practices to define the RSR camp culture, including updating summer staff manuals and program curriculum
  - Ensure records of staff certifications are current and complete
  - Motivate, lead, and coach summer staff team, including Leaders in Training & Counselors in Training programs

- Hospitality Management
  - Serve in an on-call rotation as RSR customer service contact for guests during their stay
  - Assist Conference & Retreats Associate Director as needed
  - Other duties as assigned by the managing director

## **Requirements**

- Bachelor's degree in Parks & Recreation, Education or related field
- Minimum 5 years of residential camp experience or equivalent
- Minimum of 3 years of supervisory experience and program development
- Certified or able to meet and maintain American Red Cross, including instructor level, First Aid, CPR, AED and Lifeguarding
- Preferred prior knowledge of 4-H programming
- Possess a current driver's license, and have/maintain a good driving record
- Successful completion of criminal background check, drug test, and physical strength test
- Schedule requires days, nights, weekends and holidays

## **Qualifications**

- Ability to be flexible and adapt to changing priorities, work on multiple projects concurrently, prioritize own workload, and consistently meet deadlines
- Ability to work effectively under periodically stressful and difficult customer service conditions
- Professional, well-developed interpersonal, verbal and written communication skills
- Strong conflict resolution and customer service skills
- Self-driven, proactive, energetic, and enthusiastic personality
- Be a servant leader, work alongside of teammates to accomplish mission aligning with Kansas 4-H

## **Benefits**

- \$45,000 - \$55,000
- Private onsite housing, utilities and meals provided when group is on site
- Medical and dental insurance
- Paid Time Off (PTO) including parental leave
- 403b retirement plan with employer contribution and matching
- Be a part of a positive and energetic work environment.
- As the largest positive youth development organization, we value continuous learning and professional development opportunities.

## **Application and Interview Process**

Email a resume and cover letter to Letha Causby, managing director at Rock Springs Ranch, at [lcausby@rockspringsranch.org](mailto:lcausby@rockspringsranch.org) or call 785-257-3221. After reviewing applications, qualified candidates will be contacted for in-person interviews.