

Camps Director-Job Description

General Responsibilities

- Host various camps and conferences in conjunction with Events Staff as they utilize the HBU campus facilities during the summer months.
- Supervise all Camps Assistant staff
- Present the HBU Campus to prospective students, parents, and future partners of the University

Qualifications

- Be a student in good standing with the University
- Display a servant-hearted mind-set and a positive attitude
- Demonstrate good organizational and communication skills in performance of job and duties
- Demonstrate strong customer service and interpersonal skills
- Demonstrate punctuality in all given tasks

Duties & Responsibilities

- Conduct training for all Camps Assistants
- Weekly Meeting with Camps Assistants to go over any needed information
- Run check-in for all camps, going through their keys with them, a walk-through of all damages in room before their stay, giving them a rundown of their stay on campus, and offering excellent customer service
- Perform a walkthrough of all the rooms being used before the camps stay to check for any damages
- Put in maintenance requests as needed
- Attend to 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 20 hour per week in the events office
- Create rooming assignments for each camp and conference for the summer
- Stay in contact with the camp throughout the process of their camp (before, during, and after their stay)
- Make use of Planning Pod, uploading all documents for each camp in their correct spot
- Other duties as assigned by Director of University Events and Conferences.

Compensation

- Housing for Academic Summer Session 1 and 2, including breaks
- Pay (Commensurate w/experience): one at the end of June and one at the end of July