

Camp Director (Part-Time)

Position Overview

Circus Center seeks a highly organized and proactive Camp Director to lead the planning, administration, and successful delivery of our on-site youth camps. This part-time position is responsible not only for the smooth daily operation of holiday and summer camps but also for developing camp curricula, hiring and training teaching staff, and ensuring a safe, engaging, and mission-driven camp experience.

The Camp Director will manage program design, staff leadership, and stakeholder communication, reporting directly to the Executive Director and collaborating closely with the Youth Education Director.

Schedule & Compensation

- Part-time, hourly; approximately 10-15 hours per week during the planning season, up to 40 hours per week during summer and holiday camp sessions
- \$28-\$32/hour, DOE
- Benefits: sick time, transportation stipend, and other benefits as outlined in the Circus Center Employee Handbook for part-time staff

Key Responsibilities

- **Curriculum Development:** Design, adapt, and implement camp curricula that incorporate circus skills, creative expression, and age-appropriate skill progression
- **Staff Hiring & Training:** Recruit, hire, train, and supervise teaching artists and camp staff; provide ongoing support and evaluation throughout the season
- **Program Administration:** Plan and oversee all logistics of holiday and summer camps, including scheduling, daily operations, and compliance with Circus Center policies
- **Budget & Resources:** Manage camp budgets, track expenses, and ensure efficient use of resources
- **Communication:** Serve as the primary point of contact for parents/guardians; maintain clear, timely communication before, during, and after camp sessions
- **Evaluation & Reporting:** Implement systems for tracking enrollment, attendance, skill development, and feedback; prepare reports for leadership and funders as needed
- **Performance & Events:** Coordinate student showcases and special activities during camp sessions
- **Safety & Compliance:** Ensure that all camps meet safety standards and follow health guidelines

Requirements

- Strong administrative, organizational, and leadership skills
- Experience in curriculum design and program development for youth
- Demonstrated ability to recruit, hire, train, and supervise staff
- Excellent written and verbal communication skills
- Proficiency with program management software and administrative tools
- Problem-solving ability, adaptability, and strong attention to detail
- Ability to work on-site during camp sessions and maintain flexible hours during planning phases

Qualifications

- Bachelor's degree preferred
- Minimum 2 years of experience directing camps, enrichment programs, or youth education initiatives
- Knowledge of circus arts, gymnastics, or performing arts a plus
- Experience in classroom management and conflict resolution
- Commitment to fostering a safe, inclusive, and engaging learning environment