



DIRECTOR

About Big Brothers Big Sisters of Central Ohio

Since 1933, Big Brothers Big Sisters of Central Ohio has operated under the belief that inherent in every child is incredible potential. As part of the nation's largest donor and volunteer supported mentoring network, we make meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages 5 through young adulthood in communities across Ohio. We develop positive relationships that have a direct and lasting effect on the lives of young people.

Additionally, we are the only Big Brothers Big Sisters agency nationally to boast both a residential camp and an affiliate of MENTOR: The National Mentoring Partnership, forming our unique value proposition in the youth development space.

Celebrating its 80th birthday this year, Camp Oty'Okwa has been owned and operated by Big Brothers Big Sisters of Central Ohio since 1942. It is open year round for summer camp, environmental education and life skills programming, and use by other community groups. While the physical footprint of camp sits on approximately 50 acres, Camp Oty'Okwa encompasses more than 777 acres in the beautiful Hocking Hills of Southern Ohio. The camp is surrounded by steep terrain, mature woodlands, rock formations, hollows and two large caves, providing an excellent site for exploration and appreciation of nature.

Facilities include platform tents, cabin units, a commercial kitchen and dining hall, activity center, pool, shelter house, basketball and volleyball courts, a climbing wall, pioneer cabin, and a 4-acre field.

Reports to: Chief Operating Officer

Position Summary

The Director at Camp Oty'Okwa ensures the safe, fun, and meaningful implementation of all programs, policies, and procedures at camp. They are the on-site director, responsible for day-to-day decision making and supervision of all staff and general camp operations. The Director directly supervises and coordinates the individuals who manage the following camp departments: Environmental Education, Life Skills, Adventure and Weekend Camp Programs, Food Service, and Facilities Maintenance.

Specific Responsibilities

The following are specific responsibilities of the Director:

Operations

- Maintains safe operations of all areas of camp, with a specific eye towards risk management and the mitigation of liability
- Partners with the Maintenance Director to proactively identify and address ongoing maintenance needs related to safe camp operations
- In partnership with the COO, ensures that all safety standards and regulations of local and state governments are met

Budget/Finance

- Designs and manages camp budget, including revenue and expenses, in partnership with the COO

Year-Round

- Stewards ongoing relationships with local community and education partners and establishes pathways for new partnerships
- Acts as liaison to all groups and individuals using camp
- Oversees camp weekends and special events, including, but not limited to, program activities and fundraising events
- Coordinates with AVP of Marketing to update camp manual, brochures and other marketing assets as needed in accordance with BBBS brand guidelines

ACA, Leading Practices, and Certifications

- Maintains current accreditation status through the American Camp Association
- Keeps abreast of industry trends and best practices and recommends improvements, as necessary
- Completes a minimum of five hours per year of professional development directly related to Camp Director position and ACA core competencies, in addition to other training recommended by the Agency
- Maintains active First Aid, CPR and other relevant certifications, as appropriate
- Ensures that all permanent and seasonal employees receive proper, adequate, ongoing, and up-to-date training to maintain their areas of supervision

BBSCO

- Participates as a member of the BBSCO ELG team
- Participates and attends Agency and Foundation Board Meetings
- Ensures that camp activities are conducted in accordance with Agency vision, mission, and values
- Acts as a liaison between the COO, CFO, and the Camp Staff
- Assists the Vice President of Mission Engagement and other members of the Engagement Team in fundraising efforts as needed, and encourages active participation in Agency fundraising by the Camp team

Strategic and Visionary Leadership

- Develops vision and strategies that position the camp for growth. Provides focus for camp within the broader Agency context
- Gains commitment from other stakeholders to achieve this vision
- Allocates and aligns resources to achieve strategy; forecasts and prepares for contingencies

Qualifications

- Must possess a minimum of a Bachelor's Degree in social services, environmental education, or related field preferred; and at least two prior seasons of administrative or supervisory experience in an organized camp setting required
- Three to five years of related work experience required with progressive management responsibilities. Experience in youth development field, a plus.
- Must have experience working with children and youth from other cultures, and be willing to work with diverse populations in diverse areas
- Regular evening and weekend work is required, particularly during the summer season; may be "on call" during other peak times
- Proven track record of exceeding goals and a bottom-line orientation
- Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; Problem solving, project management, and creative resourcefulness
- General understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing
- Must demonstrate strong planning and execution skills including discipline, organization, initiative, and agility
- Must demonstrate clear communication within all levels of the Agency
- Must have working knowledge of Microsoft Office
- Must have viable transportation, valid driver license to meet job responsibilities
- Active certification in First Aid and CPR/AED

Position Knowledge/Abilities/Skills

- **Self-Awareness.** The ability to accurately recognize one's own emotions, thoughts and values and how they influence behavior. The ability to assess accurately one's strengths and limitations, with a well-grounded sense of confidence, optimism and a growth mindset. This includes performance in the areas of identifying emotions, accurate self-perception, recognizing strengths, self-confidence, and self-efficacy.
- **Self-Management.** The ability to regulate successfully one's emotions, thoughts and behaviors in different situations – effectively managing stress, controlling impulses and motivating oneself. The ability to set and work toward organization and personal goals. This includes performance in the areas of impulse control, stress management, resilience, perseverance, failure management, self-discipline, self-motivation, self-development, continuous learning, seeking and accepting feedback, productivity, and organization skills.
- **Social Awareness.** The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and ethical norms for behavior and to recognize family, school and community resources and supports. This includes performance in the areas of

quality customer service, perspective-taking, empathy, appreciating diversity and inclusion, applying equity and maintaining respect for others.

- **Relationship Skills.** The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed. This includes performance in the areas of individual and group communications, social engagement, culture alignment, appropriate navigation through the organization, conflict management, trust and credibility, recognition of others, collaboration and team building.
- **Responsible Decision-Making.** The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns and social norms. The realistic evaluation of consequences of various actions and a consideration of the well-being of oneself and others. This includes performance in the areas of anticipating problems, identifying problems, diagnosis, and analyzing situations, solving problems, evaluating, reflecting, and determining alternatives, use of formal and informal channels, appropriate escalation, and ethical responsibility.
- **Goal-Directed Behavior.** Shows initiative of and persistence in completing tasks of varying difficulty. This includes performance in the areas of strategic alignment, conceptual and tactical thinking, planning, goal setting, time management, systematic application, and priority management.
- **Optimistic Thinking.** Has an attitude of confidence, hopefulness and positive thinking regarding organization and life situations in the past, present and future. This includes performance in the areas of change management, unexpected internal and external priorities, ambiguity, resilience, perseverance, gratitude, visionary thinking, learning from the past, and being in the present.
- **Personal Responsibility.** Shows a tendency to be careful and reliable in one's actions in contributing to group efforts. This includes performance in the areas of personal and professional accessibility, accountability, results orientation, promptness, service mindset, listening, confidence, compliance, providing feedback and coaching, thinking "one agency", continuous quality and performance improvement, innovation and creativity, and teamwork.

Equal Employment Opportunity

BBBSCO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Background Check

It is the policy for Big Brothers Big Sisters of Central Ohio (the Agency) to require a criminal background check for all employees during pre-employment screening and repeated at a minimum of every three years depending on specific grant related specifications. Refer to employee handbook for full policy.

Drug and Alcohol Policy

Big Brothers Big Sisters will maintain a drug-free workplace policy that prohibits the use of all illegal substances and alcohol under state and federal law. Use of alcohol or drugs by employees can impair the ability of employees to perform their duties, adversely affect our customers and customers' confidence in our Agency and jeopardize the safety of our employees and those with whom we work. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited. Refer to the employee handbook for full policy.

To help achieve the mission of the agency, program staff may have to assume additional tasks and responsibilities as assigned by the President/CEO or their designee.

This job description should not be interpreted as an employment contract. The Agency reserves the right to unilaterally and periodically modify this job description as is consistent with its goals and objectives.

If you have any questions or do not understand the job description as written, please see the President/CEO immediately. If you understand everything completely, please sign and return to the Vice President of Human Resources.

Signature

Date