



CHESAPEAKE BAY MARITIME MUSEUM

213 NORTH TALBOT STREET | ST. MICHAELS, MD 21663 | 410-745-2916 | CBMM.ORG

POSITION: SUMMER CAMP MANAGER

REPORTS TO: EDUCATION PROGRAMS MANAGER

The Chesapeake Bay Maritime Museum (CBMM) explores and preserves the history, environment, and culture of the entire Chesapeake Bay region, and makes this resource accessible to all. As an educational institution, staff fulfill CBMM's mission, vision, and goals, working individually and collaboratively to encourage the public's access to our collections, programs, and resources.

POSITION SUMMARY

The Summer Camp Manager (the Manager) is responsible for the day-to-day success of CBMM's robust Summer Camp programming. To ensure high-quality implementation of these programs, the Manager shares with the Education Programs Manager supervisory responsibility of seasonal summer camp counselors and program volunteers.

The Manager is responsible for the day to day administration of documentation and personnel management, including communication with parents and guardians, program development, and staff training. In conjunction with Human Resources and the Education Programs Manager, the Manager is responsible for maintenance of all the required documentation to maintain CBMM's camp license.

During the camp season, the Manager will ensure the success of each camp day by directing staff, developing curriculum, setting up special activities, and communicating important information with participants and their families.

PRIMARY RESPONSIBILITIES

- Oversee CBMM's daily summer camp operations, leading the summer camp staff and volunteer team to provide a fun, safe, active, and engaging camp experience for 36-54 campers. throughout the eight-week summer camp season, in compliance with all state regulations.
- Work as a team player and lead by example to build rapport with campers, families, and CBMM staff in a professional, positive, and friendly manner.
- Ensure a physically and emotionally safe environment for all program participants by listening to camper and family feedback, and providing high quality instruction, supervision, and staffing, in collaboration with other Education department colleagues.
- Supervise summer camp staff and volunteers, including hiring, training, coaching, and skill development, and scheduling to ensure appropriate program staffing and facilitate a positive team environment.

- Working with summer camp lead counselors, organize, plan, and facilitate instruction for campers in hands-on, developmentally appropriate, fun activities for varied age groups. Activities engage campers with the Chesapeake's history, environment, and culture, and create lasting childhood memories.
- Demonstrate a positive service approach for campers and families, providing a welcoming and effective orientation to the camp experience, communicating with families throughout the camp week at pick-up and drop-off times, and addressing any issues that may arise.
- Coordinate with CBMM staff to ensure up-to-date and accurate camp records, including attendance, health forms, and rosters, as well as supply, equipment, and other resource needs, keeping expenses in line with the summer camp program budget.
- Administer the summer camp health program, including the appropriate care and record-keeping for all injuries, emergencies, and medication needs, in accordance with State of Maryland camp regulations and CBMM procedures.

QUALIFICATIONS

- Passion and previous experience working with children ages 4-15 in a formal or informal setting.
- Minimum of 24 weeks of administrative or supervisory experience in camp or children's programs.
- Prior supervisory experience, including hiring, training, scheduling, and coaching.
- Comfort in and around the water, with a preference for experience lifeguarding and/or kayaking.
- Self-directed individual with excellent organizational, problem-solving, and leadership skills.
- Must be able to pass state and federally mandated background checks, maintain a valid driver's license and clean driving record; and successfully obtain and maintain CPR/First Aid/AED certifications.
- Ability to obtain a valid Maryland state Medication Administration Training certificate before the camp season begins (reimbursement will be provided for course fees).
- Comfortable working in varying outdoor settings, locations, weather, temperatures, and conditions.
- Physical ability to lift and carry heavy objects, at least 50 pounds.
- Must be at least 21 years old (by the start of camp).

The Summer Camp Manager is a full-time, seasonal-position with an expected work schedule of at least 40 hours per week from June 17-August 16, 2024 (camp weeks). Approximately 200 hours of remote-work is required on a flexible schedule from April-June and September.