



**BOYS & GIRLS CLUBS**  
OF METRO SOUTH

## **Camp Director (Seasonal – Riverside Clubhouse, Part-Time)**

Boys & Girls Clubs of Metro South is the preeminent youth development organization in Southeastern Massachusetts, serving more than 2,500 youth annually from infancy to adulthood from nearly 50 zip codes at our Clubhouses in Brockton and Taunton, our 100-acre Camp Riverside property, and at several community extension sites across the region. BGCMS is fueled by a critical mission *"to nurture strong minds, healthy bodies, and community spirit through youth-driven, high-impact programming in safe and fun environments"* to ensure that every child in need of support, opportunity, and belonging has a positive place to spend their out-of-school hours.

The Camp Director is responsible for the leadership, administration, safety, and success of a seasonal summer day camp program, Camp Riverside. This role oversees daily operations, staff supervision, camper experience, program quality, and parental communication. The Director ensures a safe, inclusive, and engaging environment where campers thrive socially, emotionally, and physically.

The Camp Director reports to the Camp Riverside Executive Director and in addition to operational oversight, the Director serves as the visionary leader and culture-setter for the summer camp community. This individual establishes a tone of teamwork, accountability, and positivity among staff while cultivating a camp environment rooted in respect, belonging, and growth. The Director proactively anticipates challenges, implements strategic improvements, and continuously evaluates program effectiveness to ensure the camp delivers a high-quality experience aligned with organizational goals and community needs.

This is a seasonal leadership position (typically 4-6 months including pre-camp planning), requiring flexibility, high energy, strong organizational skills, and a passion for youth development.

### **ESSENTIAL FUNCTIONS:**

*This list below includes essential functions that may or may not be assigned to the individual within this role. There may, however, be other areas of focus that fall under the umbrella of this position. These duties do not necessarily constitute a full list of responsibilities.*

- Design and implement a comprehensive day camp program aligned with the camp's mission and values. Develop age-appropriate activity schedules (sports, arts, STEM, outdoor activities, special events) in an inclusive and adaptable environment for diverse abilities and backgrounds.
- Train and onboard seasonal camp staff, including leadership in pre-camp staff training; provide daily supervision, coaching, and performance feedback including mid-season and end-of-season staff evaluations.
- Foster a positive, collaborative team culture and ensure a safe, welcoming, and inclusive camp culture.
- Support all staff in positive behavior management strategies, addressing camper concerns, behavioral issues, and conflict resolution.
- Maintain appropriate camper-to-staff ratios which promote social-emotional development and team building.
- Ensure compliance with all local, state, and licensing regulations including but not limited to; implementation of emergency action plans, maintaining accurate incident and accident reports, and conducting daily safety checks of facilities and equipment.

- Serve as primary point of contact for families to help communicate camp policies, schedules, and updates clearly. Address parent concerns professionally and promptly, and assist in organization of camper and family engagement events (open house, end-of-summer celebration)
- Assist in maintaining enrollment records and attendance logs; Oversee registration systems and documentation and prepare end-of-season reports and evaluations.
- Serves as primary contact for transportation (contact with bus company, parents, and bus monitors).
- Oversees Camp Unit Leaders and Camp Counselors to support enriching role-model based camper supervision.

#### **QUALIFICATIONS:**

- Bachelor's degree in education, recreation, youth development, or related field (or equivalent experience)
- 3–5 years of experience working in youth programs or camps preferably with 1–2 years of supervisory or leadership experience
- Strong knowledge of child development principles and state camp licensing regulations a must
- Technological proficiency, including a command of the Microsoft Office Suite, and familiarity with using a database to track and extract information.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.
- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide leadership daily in a normal eight-hour day and occasional night and weekend hours. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.
- This position requires a valid driver's license and will require frequent local travel.

#### **How to Apply:**

Please email your cover letter and resume to [lhopley@bgcmetrosouth.org](mailto:lhopley@bgcmetrosouth.org) or mail to:

Elizabeth Lucy | Interim Executive Director  
Boys & Girls Clubs of Metro South | Riverside Clubhouse  
388 Harvey Street | Taunton, MA 02780

#### **Salary Range:**

\$20.00 - \$28.00 Hour

#### **Proposed Schedule:**

April 2026 – May 2026, 20 Hours Per Week

Mid-June 2026 – End of August 2026, 40 Hours Per Week

*DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers are contingent upon passing a thorough background check including a CORI, SORI and National Criminal History Background check. Boys & Girls Clubs of Metro South is an Equal Opportunity Employer.*