



# Camp Director

*The Camp Director is responsible for the overall planning, coordination, and execution of the Warrior Hockey School Camp program. This role involves developing engaging programming, managing staff, ensuring camper safety, and providing outstanding customer service as it relates to camp. The Camp Director is also responsible for budget management, regulatory compliance, and continuous program improvement.*

## KEY RESPONSIBILITIES

### PROGRAM DEVELOPMENT & OPERATIONS

- Implement the comprehensive camp program that aligns with the camp's mission and goals.
- Enforce policies and procedures that comply with state and local regulations for youth camps.
- Schedule and coordinate camp inspections with the Boston Fire Department and Inspectional Services Department to ensure compliance.
- Maintain and manage all required inspection reports, licenses, and documentation for camp operations
- During non-camp months, collaborate with all arena departments and assist in the facility's day to day operation
- Staff Management & Training
- Hire, train, and supervise camp staff, including counselors and senior counselors.
- Ensure all staff receive training on safety procedures, emergency protocols, and camper care.
- Provide ongoing staff support, evaluations, and performance feedback throughout the camp season.

### CAMPER SAFETY & PARENT COMMUNICATION

- Ensure a safe, positive, and structured environment for all campers.
- Serve as the primary point of contact for parents, providing clear communication on camp activities, policies, and procedures.
- Address and resolve camper behavioral issues and conflicts as needed.

### BUDGET & FINANCIAL MANAGEMENT

- Develop and manage the camp budget under the supervision of the Facility Manager.
- Track and maintain profit & loss (P&L) statements for each camp session.
- Seek sponsorship opportunities and explore new ways to increase revenue while controlling expenses.

### PROGRAM EVALUATION & CONTINUOUS IMPROVEMENT

- Monitor camp operations throughout the season, ensuring efficiency and high-quality programming.
- Conduct end-of-season evaluations and provide recommendations for future improvements.

### REQUIREMENTS & QUALIFICATIONS:

- Previous experience in camp leadership, teaching, coaching, or youth programming.
- Strong understanding of youth development, safety regulations, and emergency protocols.
- Ability to hire, train, and lead staff effectively while fostering a positive work environment.
- Excellent communication and problem-solving skills when working with campers, parents, and staff.
- Experience managing budgets, scheduling, and operational logistics is a plus
- First Aid & CPR certification (or willingness to obtain before camp begins).
- Familiarity with local and state camp regulations, particularly in Boston (preferred but not required).
- Passion for youth sports development is a plus.

### COMPENSATION & BENEFITS:

- Full Time Position (On-Site Position)
- Salary based on experience
- Estimated Start Date: May 2025
- New Balance offers a comprehensive traditional benefits package including three options for medical insurance as well as dental, vision, life insurance and 401K.
- We also proudly offer a slate of more nontraditional perks – opportunities like online learning and development courses, tuition reimbursement, NB discount, \$100 monthly student loan support and yearly \$1,000 lifestyle reimbursement

## HOW TO APPLY

To apply, email [Marissa.Trott@warrioricearena.com](mailto:Marissa.Trott@warrioricearena.com) with cover letter & resume