



San Joaquin River Parkway and Conservation Trust

River Camp at Firebaugh Director

General Description

The River Camp at Firebaugh Director reports directly to the Director of River Camp Programs of the San Joaquin River Parkway and Conservation Trust (Trust). This individual is responsible for the marketing of River Camp at Firebaugh, management of River Camp at Firebaugh Staff, and overseeing the day to day program activities at camp. The River Camp at Firebaugh Director will help further the mission of the Trust through the development and implementation of outdoor experiential education activities as part of the day-camp programs. This individual will serve as a liaison between camp staff, families, and Trust staff, and will act as a member of the River Camp Leadership Team.

River Camp Firebaugh

- Act as liaison between community of Firebaugh, camp families, and the Trust
- Coordinate outreach opportunities at community events in the areas for programs (primarily Firebaugh) and distribute flyers/informational materials in the community
- Work with Firebaugh-Las Deltas Unified School District to arrange River Camp experience for summer school participants (if applicable)
- Plan and lead site-specific training sessions for River Camp at Firebaugh staff members
- Oversee River Camp at Firebaugh counselors and conduct daily staff meetings
- Maintain and manage all camp supplies and materials
- Manage liability forms and other information for campers
- Create program schedules and oversee and assist with implementation of daily schedule and activities

Leadership Team Duties

- Assist in the interviewing and hiring of camp counselors
- Participate in Leadership Team meetings and trainings prior to regular staff training
- Develop and lead portions of all-staff training as assigned
- Conduct evaluation of River Camp at Firebaugh counselors
- Assist in the development of curriculum and activities suitable for camp programs

Other duties may be assigned over the course of the summer.

Time Commitment

The River Camp at Firebaugh Director will participate in monthly Leadership Team meetings to prepare for the camp season from February-May, will assist with interviewing counselors in March and April, will participate in and lead portions of staff training (60 hours) May 25th-27th and May 30th-June 2nd and will oversee camp sessions from June 12th-July 28th. This position receives the week of July 4th off.

Essential Functions & Qualifications

- Must be 18 years old, a high school graduate, and have minimum completion of one year of college coursework. Pursuit of a degree in education, recreation, environmental science, or related field preferred.
- **All individuals that work with children are required to submit to a DOJ background check through LiveScan service upon receiving a conditional offer of employment.*
- Ability to stand, stoop, kneel, crouch, walk, swim, use hands/fingers (dexterity), lift up to 40 lbs, and work outdoors in heat (sometimes exceeding 110°F).
- Bilingual Spanish-English strongly preferred.
- Experience working with I/DD youth preferred.
- Established relationships within the communities of Firebaugh and Mendota preferred.
- All staff **must** attend at least 75% (25 hours) of staff training.

To apply please submit a cover letter, resume, and [completed application](#) to the e-mail kkincaid@riverparkway.org with the subject line "River Camp Firebaugh Director." **Position open until filled; final applications due by March 13th, 2023.** *The San Joaquin River Parkway & Conservation Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*