



San Joaquin River Parkway and Conservation Trust

River Camp USD Director

General Description

The River Camp USD 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 direction of 1st-6th grade River Camp programs for participating Unified School Districts, including Fresno Unified, management of River Camp USD Staff, and overseeing the day-to-day program activities at camp. The River Camp USD 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 USD

- Act as liaison between school district(s), camp families, and the Trust
- Coordinate outreach opportunities at school district sites for program staff recruitment and distribute flyers/informational materials in the community
- Plan and lead site-specific training sessions for River Camp USD staff members
- Oversee approximately 7 River Camp USD staff members 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
- Develop a minimum of 1 new STEM-focused or arts & crafts based age-appropriate activity for use at camp

Leadership Team Duties

- Assist in the interviewing and hiring of camp mentors (college age youth) and counselors (high school age youth)
- 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 USD staff
- 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 USD 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. Camp dates may be subject to change.

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 within the formal education system preferred.
- All staff **must** attend at least 75% 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 USD 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.*