

Flockworks Job Opportunity - February 2025



Job Title: Summer Camp Director - Camp Flockworks
Location: 367 Sanderson Way, Fort Bragg, CA 95437
Compensation: \$35-40 per hour
Seasonal Position (No health benefits) Non-Exempt
Hours: Full time, 40 hours/week

Start Date: Curriculum and camp logistics are targeted to begin on 4/21/25, with flexible scheduling and work conditions. Additional paid hours are available for curriculum development and staff training before the camp start date. Camp training begins on 6/9/25 for one week, followed by camp sessions from 6/16/25 to 8/8/25 (8 weeks).
Must be available to work all camp dates.

Position Overview:

Flockworks is launching Camp Flockworks, a brand-new all-day summer camp focused on creativity, enrichment, and hands-on learning. The Summer Camp Director will be responsible for overseeing the daily operations of the camp at an assigned site. This includes managing staff, ensuring program quality, maintaining safety and compliance, developing camp curriculum, coordinating enrichment activities, and fostering a creative, inclusive, and engaging environment for all campers. The Camp Director will work closely with the Executive Director to ensure a smooth and successful camp experience.

Camp Flockworks will run for eight weeks, from June 16 to August 8, operating eight hours per day.

Key Responsibilities:

Program Management & Implementation

- Oversee the day-to-day operations of Camp Flockworks, ensuring all activities run smoothly and align with the camp's creative arts focus.
- Supervise and support camp staff, volunteers, and community artists.
- Ensure adherence to camp policies, safety protocols, and state licensing requirements.
- Coordinate schedules, activities, and transitions throughout the day.

Curriculum Development & Enrichment Coordination

- Design and implement a **camp curriculum** that integrates creative arts, recreation, and enrichment activities.
- Plan and coordinate **daily enrichment activities**, ensuring a diverse and engaging schedule.
- Work with community artists and local organizations to bring high-quality creative programming to campers.
- Adapt activities to meet the needs of campers of all abilities.

Staff & Volunteer Supervision

- Provide leadership and support to camp counselors, activity leaders, and volunteers.
- Conduct daily check-ins with staff to address concerns and provide guidance.
- Ensure proper staff-to-camper ratios are maintained at all times.

Camper Experience & Engagement

- Foster an inclusive and welcoming environment for all campers, ensuring activities are accessible to all abilities.
- Monitor camper participation, behavior, and overall experience, addressing any concerns proactively.

- Communicate with parents/guardians as needed regarding camper needs, incidents, or important updates.

Collaboration & Partnerships

- Work closely with **the Executive Director** to ensure a well-organized and smoothly run camp.
- Collaborate with community artists, local organizations, and nonprofits involved in the camp.
- Coordinate with the Flockworks administrative team to align programming with the organization's mission and goals.

Safety & Compliance

- Ensure all safety procedures are followed, including emergency protocols and risk management strategies.
- Maintain accurate attendance records and incident reports.
- Ensure proper use of equipment, facilities, and camp resources.

Administrative & Logistics

- Assist with registration, check-in/check-out procedures, and daily attendance tracking.
- Maintain communication with the Executive Director regarding site needs and concerns.
- Help manage supplies and coordinate materials needed for activities.

Qualifications & Skills:

- Extensive experience working with children in a camp, after-school, educational, or recreational setting.
- Proven experience leading groups of children in structured activities, including arts, recreation, or enrichment programs.
- Strong leadership and management skills, including the ability to supervise, mentor, and support a team of staff and volunteers.
- Excellent organizational and problem-solving abilities to manage schedules, logistics, and unexpected challenges.
- Ability to design and implement engaging curriculum and enrichment activities that support creativity and inclusion.
- Exceptional communication and interpersonal skills, with the ability to collaborate with parents, staff, community partners, and leadership.
- Ability to work effectively in a fast-paced environment while maintaining a positive and engaging atmosphere for campers and staff.
- Understanding of child development and behavior management techniques to create a safe and supportive environment.
- Commitment to diversity, equity, and inclusion, ensuring all campers have access to meaningful experiences.
- First Aid & CPR certification (or willingness to obtain before camp starts).
- Familiarity with safety regulations, risk management, and emergency procedures in a camp or youth setting.

Educational Requirements:

While a degree is not always required, preference is typically given to candidates with:

- **Bachelor's degree (or equivalent experience) in a related field, such as:**
 - Education
 - Recreation

- Child Development
- Social Work
- Arts Administration
- Outdoor Leadership
- Or a related discipline
- **Significant relevant experience** may substitute for formal education.

Benefits:

- Hourly pay of \$35-40 per hour
- Robust PTO: 1 hour off for every 10 hours worked. Remaining PTO balance paid out at the end of employment
- 4% 401(k) match
- Paid Holiday - Independence Day

To Apply:

Please submit your resume and a cover letter detailing your experience and why you're interested in this position to director@flockworks.org and admin@flockworks.org. We look forward to hearing from you!

ABOUT US

Flockworks, a local non-profit on the Mendocino Coast since 2006, works to strengthen and connect our community through creative arts. We add value to our community through the strengths and success of our employees as we work together to provide quality programs. We aim to create opportunities for our employees to grow, learn, and evolve. At Flockworks, our values drive everything we do:

- **Mission-Driven:** We aim to do the most with the resources available.
- **Abundance, Creativity & Inclusiveness:** We shape efforts within our team and in our service to others in the community.
- **Continuous Learning:** We strive to support our teams and individuals in finding opportunities to keep learning and evolving.
- **Leadership and Teamwork:** We create opportunities for everyone to develop leadership skills and teamwork, involving our Board, Staff, and volunteers.
- **Collaboration:** We believe collaboration with others is vital to the larger success of our community, including funders, donors, community organizations, civic groups, businesses, schools, and government entities.

Together, we accomplish our mission and better serve our community. We value all our employees and strive to support those who make the programs and initiatives successful. Together, we are Flockworks, building community through creative and artful engagement.