



Summer Camp Director Position Description

Helena Athletic Club is hiring a creative and organized director to plan, prepare and implement an enriching, comprehensive and structured summer camp program. The summer season at HAC is 11 weeks of full day, week-long camps. The director is supported by a full staff and administration manager. The director will work between 20-35 hours per week depending on self-scheduling and program needs.

Responsibilities

- Plan daily schedule, activities, field trips (1-2x per week) for 11 weeks of camp
- Create lesson plans, material lists for weekly camps
- Effectively communicate lesson plans, schedules, etc. to schedule staff
- Create organized communication to staff and parents

Requirements

- 3+ year's experience in school-aged youth program in sport, daycare or classroom/school setting
- Strong interpersonal, planning and organization skills
- Strong written communication ability
- Education degree or another early-ed certificate
- Passionate and enthusiastic interactive and management abilities

Benefits

- Part-time position with competitive wage (\$18+/hour)
- Flexible, self-directed/determined schedule within Monday-Friday, 7:30-5:30
- Some work-from-home capability
- Discounted tuition for family members in gym programs
- Other benefits (supplemental insurance, etc. available after one year employment)
- Fun, positive, exciting, collaborative, family-oriented and well-supported environment

Application Details

- Position closes March 15th
- Submit cover letter and resume to office@hacmt.com
- Paid prep and planning begin May 15, camps begin June 10