

Position Available: Camp & Special Projects Director

Salary Range: \$28, 000-\$35,000 plus benefits

Location: Como, MS on the shores of the beautiful Sardis Lake.

Camp Phoenix is a residential camp for BGC youth ages 9-13 (3 months out of year & the other 9 months based out of BGC Central office Memphis, TN)

Leadership & organization are the keys in the role of a camp director including assessing personal strengths and weaknesses and understanding the techniques for task analysis, setting priorities, and delegation.

- Identify and be able to articulate the mission and philosophy to parents, participants, board members and donors, and evaluating current issues and their implications on desired goals and outcome objectives
- Implement techniques to evaluate, reduce, prevent or control loss and establish procedures to handle emergencies, analyze incidents and evaluate the effectiveness of plans.
- Conduct long-range planning and development of a comprehensive plan for site and facility management including preventative maintenance, supervision of the site manager, and legal obligations
- Recruit, train, and supervise staff in the program and operational functions of camp.
- Prepare for inspections, reports and keep requested file documentation as needed by ACA, Corp of Engineers, USDA, and Donors.

Other duties include but are not limited to:

1. Assist in securing and delivering supplies and equipment to training events
2. Assist in assessing and receiving donated items
3. Replace damaged phone lines and setup time clock hardware in clubs
4. Organizing Sports Leagues
5. Facilitate computer repair& email set up
6. Assist at BGC Facilities as needed
7. Other jobs as assigned

Interested applicants should email applications to sanderson@bgcm.org