CAMP DIRECTOR – FT

The Witte Museum, a history and science museum along the San Antonio River, has a dynamic team and community based environment. The Witte Museum has 500,000 annual visitors and is a family focused museum.

POSITION SUMMARY:
The Camp Director is responsible for managing all aspects of the Witte’s camp program. The Camp Director participates as a member of the Museum-wide team. The Camp Director reports to the Chief of Engagement.

RESPONSIBILITIES:
- Participates in generating activity, program and curriculum ideas in collaboration with Education Managers
- Compiles and manages rosters (Tessitura), email lists
- Acts as liaison between parents and Camp staff
- Manages major behavioral incidents
- Works with Chief of Engagement and Camp Educators on developing camp budgets
- Tracks Camp budgets
- Works with Security and Public Safety for emergency and/or First Aid issues
- Works with Reservations for all Camp registration inquiries/issues/refunds
- Manages website launch of Camp descriptions/registration
- Manages Camp advertising and social media promotion
- Attends and co-leads Junior Volunteer Camp trainings in collaboration with the Witte Museums staff
- Coordinates safety training for all Camp staff
- Participates, as a member of the Witte team, in assigned committees and working teams
- Other duties as assigned

EDUCATION:
- Required: Bachelor’s degree in Education, Museum Studies or related field
- Preferred: Master’s degree in Education, Museum Studies or related field

EXPERIENCE AND SKILLS:
- Must have two or more years of formal or informal education experience
- Excellent interpersonal skills
- Must have experience in Camp management
- Must be an energetic, enthusiastic individual with excellent organizational skills, the ability to work independently or as a team member
- Effective written and oral communication skills
- Preferred: Bilingual: English/Spanish

PHYSICAL REQUIREMENTS:
- Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org