

Autism Society of Minnesota Director of Camp Operations

The Director of Camp Operations is a member of AuSM's leadership team, and reports to the Sr. Director of Finance & Operations (SDFO). She or he is the lead administrator for AuSM's summer camp programs, and is responsible for ensuring the successful execution of programming. The person will play a critical role in working with the senior leadership team in strategic decision-making and camp operations as AuSM continues to enhance its quality camp programming and build capacity.

Direct reports include: Camp directors (who are managed remotely)

Responsibilities

Camp Management

- Manage relationships with campsite-contractors to ensure that annual contracts are completed and accurate for dates, services, accommodations, and staffing
- Recruit qualified and sufficient staff and volunteers to successfully operate all camp programs
- Obtain background checks on all camp personnel prior to the start of the camp session
- Manage camp directors to ensure camp programming is adequately planned and ready for the start of the camp season
- Work with the SDFO to develop camp budgets
- Manage camp finances and payroll to ensure budget goals are met
- Manage timely payment of camp-related expenses, including camp salaries
- Research and seek funding for camps (includes T-shirts, supplies, etc.)
- Serves as primary contact for campers, camp staff, parents, and caregivers of campers, and third party payors
- Recruit campers for all of AuSM's camp programs
- Coordinate and collect 3rd-Party payments for campers using public support funding
- Update and ensure implementation of all necessary policies and practices for the camp programs
- Ensure compliance with local, state and federal regulations, related to the operation of the summer camp program
- Complete an annual debrief with camp directors to identify areas for improvement or change
- Work with the Marketing/Communications team to ensure appropriate and sufficient marketing and outreach for promotion of both camper and staff openings/opportunities
- Work with the Marketing/Communications team to set up private access to photos taken during camps for parents/caregivers. Also responsible for working

with camps directors to ensure that photo permission has been given for photos taken and submitted for Marketing/Communications purposes.

- Manage scholarships and grant opportunities
- Work with Grantors and provide necessary documentation to them as required

Interested candidates please e-mail resume to Dawn Brasch, Senior Director of Operations, at dbrasch@ausm.org.