



Camps and Community Director

Position Description

Position Overview

The **Camps and Community Director** oversees enrollment of Eagle Mount participants and volunteers, and designs, develops, and oversees recreation-oriented camps, retreats, and specialty initiatives for Eagle Mount's various user groups. Primary duties include recruitment, camper registration, and group facilitation for Eagle Mount's Big Sky Kids oncology camps and other user groups, supporting ongoing participant and volunteer engagement, and ensuring the organization stays in alignment with the populations we serve. This is a full-time, year-round, exempt (salaried) position, and evening and weekend work are required, primarily during camp activities. The Camps and Community Director is supervised by the Director of Programs and serves as a member of the Program Director Team.

General Responsibilities

- Adhere to all Eagle Mount policies, procedures, and guidelines; maintain confidentiality of all participants.
- Represent Eagle Mount in a professional and courteous manner.
- Support and advocate for the organization and its affiliated programs and partners.
- Maintain healthy relationships with Eagle Mount community including participants, volunteers, and staff.
- Attend to administrative duties, attend required meetings, and staff training events.
- Exhibit patience, respect for others, appropriate stress management, and a desire to learn and grow.

Big Sky Kids (BSK) Oncology Camps

- Plan and deliver annual calendar of camps; (as of 2026) BSK camps and events include: Spring Fling, Big Sky Adventure Camp, Camp Braveheart, Young Adult Retreat (YAR), and Flight Camp.
- Ensure the overall scope and balance of programming align with community needs.
- Recruit campers, coordinate camper travel and camper on-boarding.
- Design program activities, camps, and retreats that are safe, fun, appropriate, and beneficial, while collaborating with other program directors for recreation content.
- Oversee goals and metrics to evaluate program quality.
- Develop and maintain a system of referrals for youth with cancer, on a state and nationwide level.
- Manage programming logistics for all BSK events and functions, both in the office and in the field.
- Monitor program equipment and facilities.
- Monitor and evaluate program quality with a goal of continuous improvement.
- Actively and thoroughly communicate program conditions to direct supervisor and management team.

Other Programmatic Responsibilities

- Provide leadership and coordination to BaseCamp activities and episodic programming activities.
- Recruit, manage logistics and program design, and provide group facilitation for cohorts/affinity groups for other camps and retreats (e.g. Veteran Ski Retreat, Family Camp) while collaborating with other program directors for recreational content.
- Collaborate with Development and Administrative staff to create outreach materials.

Community Building - Participant and Volunteer Engagement

- Supervise the Enrollment Coordinator's support of participants and volunteers through the eligibility, enrollment, and initial placement process.
- Collaborate with the Operations Manager to track overall participant and volunteer engagement and retention, and develop additional outreach procedures.
- Design and deliver orientation materials for new participants and volunteers.
- Survey participants and families regarding community needs and organizational improvements.

- In collaboration with other staff, work with community partners to raise awareness of inclusive and adaptive recreation in our area.

Supervision Responsibilities:

- Directly supervise the Enrollment Coordinator and seasonal camp staff.
- Oversee the recruitment, training, and management of volunteers and interns for camp activities.

Administrative Responsibilities:

- Maintain accurate and confidential participant, volunteer, and program records.
- Prepare clear, concise, and comprehensive program reports.
- Monitor and maintain program within approved budget guidelines.
- Coordinate with management team for budgeting, fundraising, and promotional activities as needed.
- Respond to organizational requests and electronic communication in a timely and professional manner.
- Maintain professional knowledge; complete appropriate professional development activities.

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount employees may be required to perform duties outside of their normal responsibilities.

Minimum Qualifications

- Excellent group facilitation and team building skills.
- BA/BS in related field or four years of equivalent experience.
- Previous experience in a camp setting, and enthusiasm for the benefits of camp.
- Previous experience with children with chronic or life-threatening illness or disability.
- Strong interpersonal and organizational skills.
- Ability to work outdoors, in a variety of conditions, for an extended period.

Desired Qualifications

- Knowledge of current standards, techniques, and best practices in oncology programming.
- Clinical practice/direct service experience with individuals and families.
- Personal and/or institutional experience with a variety of outdoor recreational activities.
- Advanced first aid, including wilderness first aid (can be obtained upon hire).
- Food Handlers Safety certification (can be obtained upon hire).
- Experience driving a trailer and large vehicles.