

## **Director of Kinhaven Senior Session Job Description**

Reporting to the Executive Director, the Director of Senior Session will oversee all faculty, staff, and activities of the high school session, lasting seven weeks each summer.

### **General Qualifications:**

- Deep knowledge of Kinhaven, or connection to the camp at any point in the past, for instance, as faculty, counselor, or camper
- Demonstrated capacity to communicate positively with the executive director(s), faculty, staff, parents, and students
- Experienced musician with a interest and experience in music education (preferably with 2+ years of educational administrative experience) and knowledge of the chamber music repertoire
- Demonstrated experience of successful work with adolescents and a clear enthusiasm for that age group
- Demonstrated experience successfully managing staff in various roles (faculty, cooks, maintenance, health, activities, administration, and finance)
- Demonstrated capacity to communicate clearly and respectfully with community members (townspeople, fire chief, inspectors, local service providers, etc.)
- Demonstrated organizational skills and capacity to multi-task

### **Specific Tasks:**

Oversee daily life and schedule of the Senior session, including:

- Take attendance and lead announcements at all meals
- Lead weekly organizational meetings with faculty, weekly check-in meetings with counselors, and daily check-ins with cooks
- Supervise weekly scheduling of coaching and lessons and organization of weekly student and faculty concerts
- Attend to all health issues, including supervision of overseeing nurse and compiling, verifying, and transmitting list of camper medications to overseeing nurse before camp starts
- Attend to student behavior issues when necessary
- Ensure that all physical plant issues are addressed and solved during camp
- Supervise the maintenance supervisor and all buildings and grounds activities
- Respond to inquiries about camp processes and procedures from students, parents, employees, and others
- Supervise, mentor, and evaluate (following the Kinhaven performance assessment form) counselors, faculty, and cooking and maintenance staff
- Monitor expenditures to ensure that the budget is on track and immediately notify the executive directors of any significant (+/- 5%) anticipated over- or underspending

- Meet with health, fire and building inspectors in Vermont onsite as required
- Work with campus administrator to organize all necessary paperwork and training for employees and campers in the week prior to opening and during camp
- Other duties as assigned by the Executive Director