



Belmont Day Camp provides well-rounded, fun-filled, and exciting summer adventures with many opportunities for exploration and play. We strive to be a thoughtful and reflective community of role models that creates a loving and supportive environment.

Seasonal Summer Camp Director

Belmont Day School Summer Camp seeks a seasonal camp director. The camp director provides leadership and oversight of the eight-week, traditional day camp program for children ages three to fifteen. This is a full-time, seasonal position that runs from June 22, 2026, to August 28, 2026, with approximately 100 additional, flexible hours for pre-camp planning and hiring in the winter and spring months. The position reports to the director of summer programs. This is a seasonal/temporary, exempt position that is not eligible for benefits.

The camp director implements a well-rounded, fun-filled, age-appropriate program that is mission-aligned and provides opportunities for children to grow as individuals, take risks, participate, and engage in meaningful connections with others. The program fosters both individual and group opportunities for learning and creating lasting memories.

Plan and Prepare for Camp

- Attend pre-camp monthly administrative team meetings at BDS to prepare for the camp season and an open house event in May.
 - Determine focus for the summer.
 - Help plan and execute the open house.
 - Design recreational and educational activities for campers that are safe, creative, age-appropriate, and fun.
 - Plan regular and extended-day activities.
 - Plan staff orientation.
 - Review the budget.
- Understand requirements and participate as needed in visits with the director of summer programs for Board of Health licensing and American Camping Association accreditation.
- Contribute content for communications to families and staff before the summer.
- Understand the camp's relationship and alignment with the school.
- Take the lead on interviewing and hiring summer staff in coordination with the director of summer programs and the auxiliary programs coordinator.

Staff Training and Management

- Assist the director of summer programs and auxiliary programs coordinator in planning and delivering effective staff orientation, including training on camper behavior expectations and management.
- Create, manage, and share staff schedules. Ensure that the staffing schedule does not exceed the staffing budget.
- Develop and execute communication systems to keep all staff informed and up to date on program content, special events, rain/excessive heat plans, and other key coordination elements during the summer.
- Provide direct, daily supervision of camp staff, including Unit Leaders and administrative staff.

- Support camp staff with camper behavior management, group management, discipline, and interpersonal challenges, and assist with communication to parents and families when necessary.
- Lead the admin team in keeping the campus clean and generating daily clean-up plans.
- Assist with formally evaluating camp staff, including re-hire eligibility.

Budget Management

- Understand and operate within the approved camp budget for all expenses.
- Implement and operationalize the budget management systems developed by the director of summer programs to closely monitor actual-to-budget costs for purchasing supplies, materials, and third-party services for camp events and activities.
- Implement and use a staff scheduling system developed by the director of summer programs to ensure that program-by-program budget contribution targets are met, even as enrollment may vary.

Camp Facing

- Coordinate with the director of summer programs to ensure the camp program is delivered as planned and appropriately on a daily basis.
- Plan, support, and emcee daily morning meetings and weekly special events. Participate enthusiastically in all camp activities and provide support and guidance to leaders.
- Be present and available to parents, campers, and staff daily.
- With the auxiliary programs coordinator, deliver staff appreciation and coordinate staff social events.
- Fill in as needed for specialists, electives, counselors, admin staff, and other duties on an as-needed basis.
- Perform additional duties as required. The final summer duties of this position may shift, with respect and thought given to the rest of the camp leadership team.

Qualifications

- BA/BS preferred
- 3 to 5 years of leadership experience in a camp environment is required, and you must demonstrate a love and enthusiasm for summer camp programming.
- Candidates with teaching, child development, and/or staff training and leadership backgrounds are preferred.
- Must be comfortable being on their feet, moving around most of the day, and occasionally lifting, carrying, and moving heavy objects up to 50 lbs.
- Demonstrated ability to enforce safety regulations and emergency protocols.
- Demonstrated ability to utilize effective management techniques with staff, children, and parents.

Please submit a cover letter specific to this position along with a resume to zdarbeloff@belmontday.org.

The school will always remain a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements regarding admissions and access to programs, facilities, and employment practices, regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.

