

## Summer Day Camp Director

### About Columbia Choirs

Columbia Choirs is a community-based, non-profit choral organization serving children, youth, and adults throughout the greater Eastside. Through exceptional vocal training, meaningful performances, and an inclusive, collaborative community, we help singers of all ages grow in confidence, artistry, and connection.

### Position Summary

Columbia Choirs seeks a qualified and enthusiastic individual to serve as our 2026 Summer Day Camp Director. For the past three summers, Columbia Choirs has offered engaging day camps in Redmond for children ages 5–10. Building on this success, we are excited to offer two camp sessions this summer, taking place July 13–17 and July 27–31. The ideal candidate will be available to direct both sessions and will work closely with the Artistic Director and administrative team to plan, coordinate, and execute all aspects of camp operations.

### Camp Director Responsibilities

Pre-Camp Planning (late spring/early summer 2026):

- Serve as the primary coordinator for all camp logistics and planning.
- Communicate with families regarding schedules, daily procedures, and pre-camp information.
- Collaborate with city officials who manage registration to obtain all pertinent camper information, emergency protocols, coordinate venue room usage, setup needs, and other daily logistics.
- Develop and finalize daily camp schedules, including music rehearsals, games, arts & crafts, and transitions, all in collaboration with artistic staff.
- Plan and organize non-musical activities (games, crafts, outdoor play) appropriate for ages 5–10.
- Prepare materials and supply lists; coordinate purchasing and organization of camp supplies with administrative staff.
- Track expenses and stay on budget, under the supervision of the executive director.

On-Site Camp Leadership (Camp Weeks: July 13–17 and July 27–31):

- Lead the daily implementation of camp operations and schedule.
- Oversee camper check-in and check-out procedures and ensure safe transitions throughout the day.

- Support staff with sticking to the schedule, classroom management, camper engagement, and behavior support.
- Ensure a safe, inclusive, and positive environment for all campers.
- Serve as the primary point of contact for families during camp hours, addressing questions or concerns as they arise.
- Troubleshoot scheduling, staffing, or facility needs in real time.
- Oversee setup and reset of camp spaces each day, ensuring rooms are organized and prepared for activities.
- Support the successful execution of any informal performances or end-of-week sharing opportunities.

The ideal candidate has...

- Demonstrated experience leading or coordinating youth programs, camps, or similar group settings.
- Proven ability to support staff and supervise high school volunteer assistants.
- Strong organizational and administrative skills, with the ability to manage schedules, registration details, and communications with families simultaneously.
- Experience working with children ages 5–10, with an understanding of age-appropriate behavior management and engagement strategies.
- Confidence in communicating clearly and professionally with families, staff, and organizational leadership.
- Ability to create a positive, inclusive, and structured environment that balances musical learning with fun, camp-style activities.
- Experience supporting student social-emotional wellbeing and navigating minor behavioral challenges.
- Basic budget management and expense tracking experience.
- Proficiency with standard office and communication tools (e.g., Google Workspace, Microsoft Office).
- A calm, flexible, and solutions-oriented demeanor in a fast-paced environment.

Timeline: Up to 15 hours of prep work for each day camp in the months leading up. This will include some pre-camp meetings, family communications, and other administrative work. Full-time onsite at each camp from July 13–17 and July 27–31.

Compensation: \$22/hour for up to 15 hours of prep work for each camp. \$39/hour for management of each day camp while onsite (40.5 hours per week).

Any and all interested parties should send cover letter, resume and references to Artistic Director Katrina Turman directly at [katrina.turman@columbiachoirs.org](mailto:katrina.turman@columbiachoirs.org)