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Okizu is a Northern California based non-profit that operates Camp Okizu, a pediatric oncology camp. We are looking for a full-time, year-round Camp Director to join our team.

At Camp Okizu, we have created a place where children with cancer and their families can find peer support, respite, and all the fun of a residential camping program.

Our current programming includes a 35-year history of no-cost residential camping programs for Northern California families affected by childhood cancer. This includes four weeks of SIBS (Special and Important Brothers and Sisters) Camps, three weeks of camps for pediatric oncology patients and survivors, nine Family Camp weekends, four weekends for teens and young adults, and two weekends for bereaved teens. Next year we will include a staff training weekend and a family give-back weekend.

We welcome applications from individuals who have both a genuine commitment to serving families dealing with childhood cancer, and experience directing a residential camp.

This person will ideally be on site for all our programs, and additionally, they will spend time in our Northern Marin office on a regular basis.

General Job Description:

- Oversee the daily operation of all programs, including food service, program, and camper and staff supervision and health care.
- Participate in program evaluation and design.
- Work with Director of Volunteer Recruitment to implement recruitment plan and selection process for new and returning volunteers, including applicant interviewing.
- Work with Director of Operations with family outreach and enrollment services.
- Support Site Manager to ensure that the site and program work together to best serve the mission.
- Assist with budget development and ensure compliance with budgetary parameters.
- Implement all safety and risk management procedures.
- Maintain compliance with ACA (American Camping Association) and COCA-I (Children's Oncology Camping Association, International) Gold Ribbon standards.
- Work collaboratively with internal and external groups to ensure the enhancement of the camp program.

Our Camp Director has:

- A minimum three years of experience as the Camp Director of a residential camping program.
- An understanding of how the camp experience affects our clientele and why our mission is so compelling.
- The ability to coordinate a multi-faceted program for children and adults.
- The desire and ability to work with children and adults outdoors.
- Excellent communication and customer service skills with both children and adults.
- Ability to pass state and federal background check.
- Proficiency in Microsoft Office suite.
- Experience with camp management software a plus.

Salary Information:

This is an exempt position.

Salary commensurate with experience.

Benefits include paid vacation time, medical and dental insurance, and 403B retirement plan.

To Apply:

Please send cover letter and resume to Suzie Randall, suzie@okizu.org.

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