

Camp Director

Diabetes Camping and Educational Services (DCES)
Supporting Type 1 Diabetic Families through Camp Conrad Chinnock

About Us

Diabetes Camping and Educational Services (DCES) is a nonprofit organization with a proud family legacy of serving children, teens, and families living with Type 1 diabetes. Through Camp Conrad Chinnock and related programs, we provide life-changing experiences, education, and support that empower young people to thrive while building lifelong connections.

Position Summary

DCES is seeking an experienced and mission-driven Camp Director to lead the organization through its next chapter of growth and impact. The Camp Director manages all day-to-day functions, ensuring a safe, enriching, and efficient camp experience by overseeing staffing (including hiring and training), facility maintenance, finances, program execution, safety protocols, and parent/staff communication, thereby bridging the gap between strategic vision and practical implementation. Key duties include leading staff, managing operational budgets, handling logistics like food/transportation, enforcing safety rules, maintaining compliance with regulations, managing facilities on and off-season, and maximizing campership and off-season revenue generation of our facilities, all while fostering a positive camp culture.

This leader will work with the Board of Directors and the Executive Director, providing leadership to staff members and ensuring financial sustainability in alignment with DCES's mission. The role requires strong leadership, organizational, and problem-solving skills, as the director is accountable for the entire camp ecosystem, pivoting smoothly between administrative rigor and front-line engagement. In essence, the Camp Director is the logistical and administrative backbone, ensuring the camp runs smoothly so program directors and counselors can focus on delivering transformative experiences.

This is a senior leadership position that requires a mix of strategic planning and hands-on management. Our camp is located in the San Bernardino Mountains, and we have satellite offices in Los Angeles and Orange County. This will be a hybrid position throughout the off-season, with in-office requirements at the Orange County office. During the in-season periods (two weekends in January and from mid-June to early August), this position requires full-time attendance at Camp.

Leadership & Staff Management

- Hires, trains, mentors, and supervises all seasonal and year-round staff, including counselors, activity specialists, maintenance, and food service teams.
- Fosters a positive camp culture by promoting teamwork, open communication, and problem-solving skills among staff.
- Identifies training needs and provides opportunities for staff growth and development.
- Maintains contact with local Forest Service Rangers who oversee Camp's lease and collaborates with the leadership of the Barton Flats Camp Association that provides the camp's water supply and shares resources with other camps nearby.

- Attends Youth Collaboration Day in Sacramento to lobby for Camp with the State Senators and Assembly representatives.

Operations & Safety

- Manages the day-to-day operations during the camp season, including scheduling, transportation, and housekeeping.
- Streamlines daily activities, from check-in to activity scheduling.
- Establishes and enforces safety standards, emergency procedures, and health protocols in accordance with legal, regulatory, and accrediting bodies like the American Camp Association (ACA).
- Ensures meticulous compliance with all federal, state, and local regulations and managing the annual audit process.
- Proactively identifies and mitigates potential risks to campers and staff.

Program & Curriculum

- Designs, plans, and implements diverse camp programs and activities that align with the camp's mission and cater to various age groups and interests.
- Evaluates program effectiveness and camper satisfaction through feedback and assessments, implementing improvements as necessary.
- Promotes a positive, inclusive, and supportive environment for all participants.

Business & Administration

- Develops, manages, and monitors the camp programs' operational budget, including expenses for supplies, payroll, and capital improvements.
- Manages the registration process and achieves enrollment goals.
- Generates off-season revenue through our facilities.
- Negotiates contracts and manages relationships with third-party vendors for food service, IT, and other supplies.
- Serves as a primary point of contact for parents and guardians, addressing concerns, and fostering positive family relationships.

Facilities & Logistics

- Oversees the maintenance, upkeep, and capital improvement projects for camp facilities and grounds.
- Manages the purchasing and inventory of all camp operational supplies and materials.
- Coordinates logistics for set-up, opening, and closing of the camp, including equipment management and records maintenance.
- Maintains strong professional relationships with neighboring camps and the U.S. Forest Service (USFS)/ National Park Service (NPS).
- Maintains a relationship and communicates with the County Building Safety and Public Health department, and the Fire Marshall.

What We Need From You

Required

- Experience as a Camp Director or Assistant Camp Director. We expect this to include 5+ years of experience or clearly defined transferable skills.
- Strong organizational management and planning skills.
- Exceptional communication and relationship-building skills, with the ability to connect authentically with families and children.
- Commitment to and passion for serving children, families, and communities affected by Type 1 diabetes.
- Must be at least 25 years of age and have a minimum of two seasons of administrative or supervisory experience in organized camp programs, consistent with California Organized Camp regulations.

Strongly Preferred

- Experience developing and managing youth programs.
- Leadership experience in a nonprofit, youth development, healthcare, or camp setting is highly desirable.

Nice to Have

- Lived experience with Type 1 diabetes, or a connection to the community and a willingness to learn about Type 1 diabetes.
- Former camper experience.

What We Offer You

- **Location:** Camp is in the San Bernardino Mountains, with occasional travel to camp during the off-season and full-time attendance at camp during the in-season (one weekend in January, one weekend in February, and from mid-June to early August). During the off-season, in-office at our Orange County location.
- **Salary:** Base salary \$80,000
- **Benefits:** Medical, dental, and vision insurance with 100% employer coverage, a match up to 3% in a retirement fund, paid sick leave, and paid time off.
- **Community:** Opportunity to make a lasting impact on the lives of children and families living with diabetes.

How to Apply

Interested candidates should submit a resume and cover letter describing their interest in the role and their alignment with DCES's mission to impact children and families affected by Type 1 diabetes to erika@diabetescamping.org. Applications will be reviewed on a rolling basis until the position is filled.