

Camp Woodbrooke, Richland Center, WI
www.campwoodbrooke.org
608-647-8793

Now hiring an Administrative Director:

Camp Woodbrooke is a small summer camp for children ages 7 – 15. It has at most 34 campers, ages 7-12 per session and 12-15 teen campers, ages 13-15. The camp is a nonprofit organization with a board of directors.

Mission Statement and Goals: Camp Woodbrooke enriches the lives of children and teens in a summer camp experience. Its core values are an outgrowth of Quaker community: A caring, safe place where children develop skills in personal and group responsibility that respects the worth of each individual. We encourage creative exploration of the natural environment.

Campers understand and value themselves and their own unique worth.

Campers and staff form a community based on Quaker principles.

Campers appreciate the wonders of the natural world.

Job description: The job is half time all year long and the allotment of specific hours is completely flexible, but certain deadlines must be met. It is expected that the administrative director will develop a collaborative working relationship with the summer camp director(s) to consult on plans for the summer camp program, staffing and to make timely decisions.

Responsibilities include

1. **Finances:** Receive and manage the details of camper fee payments, staff salaries, banking details & donations.
2. **Website and Telephone:** Answer the telephone except during the two months when the camp is in session. Be prepared to give clear, factual information about the camp to potential camp staff and camp families.
3. **Campers:** Receive and keep track of camper registrations and associated details.
4. **Staff:** Receive and be sure to keep staff applications, references, W-4 and 1099 forms on file
5. **Recruitment**
6. **Outreach**
7. **Property Management**

The administrative director reports to the Board of Directors Chair

For more information contact

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