



## TRINITY SCHOOL

*A Place Where Children Learn to Love Learning*

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## Trinity Summer Camp Director Job Description

**Job Title:** Summer Camp Director

**Division:** Administration

**Classification:** Full-Time 12-month Exempt

**Reports to:** Head of School

### **Summary:**

Trinity Summer Camp is a licensed Maryland camp offering weekly themed sessions on Trinity's 48-acre campus in Ellicott City. The program promotes teamwork and cooperation and fosters a sense of responsibility. It also strives to provide campers with a fun-filled summer, while building friendships and memories to last them a lifetime. Trinity School is currently seeking qualified candidates for the Trinity Summer Camp Director position.

Trinity Summer Camp Director provides management and oversight of all aspects of Trinity Summer Camp operations, including but not limited to: program management and development, budget development and management, staff recruitment, safety and risk management, marketing and promotion.

### **Essential Job Functions:**

Reports directly to the Head of School. In collaboration with the School's CFO, prepares and monitors annual summer camp budget and provides financial reports on as needed basis. Develops and implements summer camp marketing strategies. Designs and prepares all digital and printed marketing materials, such as summer camp brochures, open house flyers, social media posts and updates. Plans and organizes open houses for prospective families. Oversees admission and registration process for all returning and prospective campers. Prepares Camp Docs registration portal and maintains campers' information. Responds to all inquiries from parents. Provides families with weekly summer camp updates. Recruits, hires, trains, and supervises all summer camp employees. Maintains online staff portal with Criminal Justice Information Services. Maintains compliance with Trinity School's youth camp license regulations by completing license renewal, updating health program binders, managing staff recertifications for CPR, first aid and medication administration, verifying all employee forms, and providing necessary reports to the Maryland Department of Health. Assists with morning carpool, recess, and lunch during school year. Oversees paperwork for the School's volunteers. Performs other duties as assigned by the Head of School.

**Core Competencies:**

Proficient communication skills. Effective collaboration and problem-solving ability. Demonstrate job specific skills required to meet essential job functions.

**Required Education and Experience:**

Bachelor's Degree in Outdoor Recreation Management, Education or a related field, or commensurate experience.

**Physical Requirements:**

Must be able to stand, walk and sit for prolonged periods of time. Physical stamina and dexterity.

**Additional Notes:**

Salary commensurate with experience. This position is eligible for full-time benefits. The successful candidate will be required to complete Criminal Justice Information Services background check, and MSDE employment history review.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

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**How to Apply:**

Interested candidates should submit resume and cover letter to Ms. Conley, the Head of School at [mconley@trinityschoolmd.org](mailto:mconley@trinityschoolmd.org).

Any questions regarding this position can be directed to Mrs. Peacock, Chief Financial Officer, at 410-744-1524 or [mpeacock@trinityschoolmd.org](mailto:mpeacock@trinityschoolmd.org).