



Girls Rock! DC
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CAMP MANAGER

Girls Rock! DC is hiring a Camp Manager to oversee and implement our two camp programs, We Rock! Adult Camp and Youth Summer Camp. The Camp Manager will be a part-time employee who will support the organization to give nearly 200 campers a year a transformative experience, allowing them to express their creativity and connect into their community.

JOB DUTIES

The Camp Manager is responsible for overseeing and implementing programs using existing program frameworks, curricula, and materials. The role allows for leadership of an area of work with executive supervision and mentorship. The Camp Manager will recruit, train, and oversee volunteers and contractors to implement the programs.

The Camp Manager will bottomline the planning, preparation, and execution of specific program sessions (also called 'projects') each calendar year (dates, session lengths, and camper numbers are approximate and may vary):

- Summer Camp, July, 6 days for 75 youth campers
- Summer Camp, August, 6 days for 75 youth campers
- We Rock! Camp, November, 2.5 days for 30 adult campers

In order to execute these programs, the Camp Manager will have the following job duties:

Project Management

- Coordinate with the Executive Director to set project goals, milestones, and outcomes
- Create, maintain, and follow project plans for each program session with accurate tasks, assignees, and deadlines
- Coordinate with other team members to ensure projects are on track and tasks are completed
- Oversee the implementation of project plans and course-correct as necessary to achieve overall project goals

Content Oversight

- Ensure project curricula (such as lesson plans or learning objectives) are complete and finalized for each project
- Ensure project processes and procedures (such as camper checkin/out processes and roadie guidance for equipment moving) are complete and finalized for each project
- Ensure internal and external schedules are complete and finalized for each project

- Ensure development and printing of all necessary physical project materials, such as schedules, guidebooks, training manuals, curriculum packs, signage, etc.

Volunteer/Contractor Management

- Coordinate with the Executive Director to identify instructor, counselor, roadie, and other role needs for each project and create role descriptions and compensation structures for each role
- Create recruitment forms and outreach materials, and conduct recruitment to ensure all needed roles are filled for each project
- Interview, onboard, and place applicants into appropriate roles
- Create and implement online and in-person training for volunteers/contractors so they are appropriately prepared for their roles
- During program implementation, oversee and manage volunteer/contractor checkin/checkout, pre- and post-shift meetings, and overall performance of their roles, making interventions and providing feedback as necessary
- Coordinate with Bookkeeper to ensure volunteers/contractors complete necessary paperwork and receive timely compensation as appropriate

Equipment and Supplies Oversight

- Maintain an inventory list of needed equipment and supplies for each project, and coordinate with team members to identify, source, or purchase these items
- Ensure all equipment and supplies are prepared ahead of each project
- Oversee and carry out the transportation of equipment and supplies from storage unit, office, or other locations to and from the project site
- Oversee and direct the setup and takedown of equipment and supplies at the project site
- Ensure proper usage, storage, transport, and repair of equipment and supplies during projects

Project Implementation

- Ensure effective implementation of each project by acting as the primary person responsible on-site for the duration of each session, coordinating campers, volunteers/contractors, team members, guests, and venue/site partners
- Employ a customer service-first approach to ensure campers have an engaging, transformative experience
- Ensure volunteers/contractors effectively implement project curricula and follow project procedures and processes
- Provide guidance, support, and troubleshooting throughout project implementation to campers, volunteers/contractors, team members, guests, and venue/site partners

Partnerships Development

- Conduct outreach with and foster relationships with partner sites and venues for the programs
- Solicit sponsors to support the programs with financial and in-kind contributions
- Maintain records of contact information and relationships with partners and sponsors

Monitoring and Evaluation

- Conduct pre- and post-camp surveys with campers and volunteers/instructors and enter, synthesize, and evaluate results
- Solicit additional feedback from venue/site partners, camper guardians, and other stakeholders, and log, synthesize, and evaluate these results

- Conduct post-camp feedback sessions with volunteers/instructors and document session notes
- Compile data and feedback into concise recommendations for project updates and adaptations, and integrate these into future project design, development, and implementation

QUALIFICATIONS

A strong commitment to Girls Rock! DC's mission

3+ years of experience through volunteer or paid work in the field of education, youth development, or project management

Fluency in English

Proficiency with Asana, Slack, Google products (Gmail, Google Drive, Google Sheets, Google Docs, etc.), and Zoom

Authorization to work in the United States (Girls Rock! DC cannot sponsor visas)

Located in the Washington, DC metro area (Girls Rock! DC cannot provide funding for relocation)

COMPENSATION AND BENEFITS

The Camp Manager will work 25 hours per week either out of the Girls Rock! DC office or from home. Work will be completed during weekdays business hours, except in limited circumstances where it may be necessary to work outside of regular business hours for meetings or programming (such as preparation for or during camp implementation). During project implementation, the Camp Manager will be required to work on-site. Other on-site work (such as for training or equipment preparation) may also be required. Working hours may vary based on program schedules, and the Camp Manager is a salaried, exempt employee.

The Camp Manager role is compensated at \$38,587.50 (62.50% FTE).

Girls Rock! DC offers unlimited PTO and paid health care, among other benefits.

TO APPLY

Send your resume and a cover letter explaining your fit for and interest in the role to jobs@girlsrockdc.org. Applications will be accepted on a rolling basis until February 22, 2026.

Girls Rock! DC encourages everyone who feels their qualifications and skills are a match for this role to apply. Girls Rock! DC is an equal opportunity employer.