

Job Description Executive Director

Pok-O-MacCready Camps

Pok-O-MacCready Camps is looking for a person for the position of Executive Director. The camp is located in the beautiful Adirondack Mountains of New York State in the small community of Willsboro. The Director would oversee the Crux, our indoor rock climbing center, the Outdoor Education Center, and be fully involved in the summer camp operation of Pok-O-MacCready. During the year from January to June, it would require recruiting new campers for the summer, hiring staff and helping with the marketing plan. Additionally, the director would oversee the financial picture of the total operation.

Our camp is divided in to two campuses: MacCready for girls and Pok-O for boys. The camps are a 5-minute walk apart and the boys and girls eat in the same dining hall at different times. In the morning all the activities are co-ed (see website) and in the afternoon the girls and boys are in separate activities. The evenings are spent doing co-ed functions like theater, dances, skits, waterfront, field activities, etc.

The Director lives in a 3 bedroom log cabin at the camp, all utilities and food included.

Besides administrative responsibilities, you have the opportunity to teach students and campers, take and lead hikes in the High Peak Region of the Adirondacks and canoe/kayak in the Saranac Lake Region. The Outdoor Education Center functions from September to late June, many large groups of students from Canada attend. The Director will work "hand and hand" with the Director of the Outdoor Education Center during the year.

My grandfather founded Camp Pok-O-Moonshine in 1905, the girls camp, Camp MacCready was founded in 1967 after which the name became Pok-O-MacCready Camps. There are 90 girls and 90 boys in attendance. It has always been a family owned and operated camp with very strong traditions.

An interview is important, either in person or by phone. Your resume and reference materials will be submitted to the Pok-O-MacCready Board of Directors search committee. Salary is determined by experience and work references. For more detailed information about the position and to submit your letter of intent and resume, please contact Jack Swan at 4403 NYS Route 22 Willsboro, NY 12996 or by email to info@pokomac.com.