

# **GIRLS ROCK CAMP MADISON EXECUTIVE DIRECTOR – JOB DESCRIPTION**

## **DUTIES**

### **Executive Director shall:**

- be responsible for registration/application process for all programs, including financial aid application process.
- be responsible for communication process between camp and camper families.
- be responsible for creating yearly budget with Music Director for GRC.
- be responsible for maintaining all license, legal, and tax matters.
- be responsible for all financial matters.
- work with Gear Manager to ensure we have adequate/functioning gear for camps and schedule load in/load outs for camp.
- be responsible for ensuring the program reflects the mission statement.
- be jointly responsible with the Music Director for acquiring space for camp.
- be responsible for daily administrative duties.
- maintain positive relationships with all vendors and outside businesses.
- work with webmaster and Music Director to ensure website is up-to-date with staff bios, upcoming event information, camp registration dates etc.
- collaborate with Music Director on all activities, including grant writing, marketing/promotion of camps and fundraisers

## **REQUIRED EXPERIENCE**

Previous experience in leadership roles, creating budgets, grant-writing and interacting with youth and their families required. Previous non-profit administrative role helpful.

## **EXECUTIVE DIRECTOR HOURS**

The Executive Director shall be present all day each day at all Girls and Ladies Rock Camps, and be present for showcases (including set up), staff orientations and GRCM fundraising events. Executive Director will determine when to work during “non-camp” times to ensure all job duties are fulfilled in a timely, efficient and effective manner leading up to each camp.

## **COMPENSATION/PAY**

\$600 per month fixed salary with variable option based on board approval up to \$1,000 per month.

## **GENERIC ABILITIES/REQUIREMENTS**

### **Executive Director will:**

- Demonstrate clarity on/understanding of GRC Mission Statement and ability to uphold during camp day
- Behave in a pleasantly assertive and energetic way with campers and staff
- Demonstrate ability to collaborate with others/be a team player
- Demonstrate good communication skills by
  - resolving conflict in a professional and constructive way
  - accepting constructive feedback and incorporating into job performance
- Work well under stress/stay positive in stressful situations
- Show ability to adapt/be flexible to changes in the daily schedule, job assignments, etc.
- Show respect for campers and fellow staff through timely arrival and communication with supervisors if circumstances arise that prevent timeliness or attendance
- Represent GRC and its staff in a positive light in the community
- Uphold the code of conduct by adhering to policy of no consumption of alcohol/illegal substances during camp/showcases and no smoking on campus or within eyesight of campers