



Job Description: Camp Director (Head of Campus) – Accera Camp

Position Overview:

The Camp Director is a pivotal leadership role responsible for overseeing all aspects of Accera Camp, ensuring it delivers a world-class outdoor adventure experience. The director will manage day-to-day operations, lead a diverse team, uphold the camp's vision and mission, and ensure compliance with international educational standards and safer recruitment.

Position Title: Camp Director

Location: Accera Camp, Toscana Valley, Khao Yai, Thailand

Reports To: Paul Rotheram and Board of Directors

Position Overview: As above, the Camp Director is a pivotal leadership role responsible for overseeing all aspects of Accera Camp, ensuring it delivers a world-class outdoor adventure experience. The director will manage day-to-day operations, lead a diverse team, uphold the camp's vision and mission, and ensure compliance with international educational standards and safety regulations as well Thai regulations.

The Camp Director will be instrumental in establishing Accera Camp as a premier destination in SE Asia for youth development through outdoor education and Positive Education.

Key Responsibilities:

I. Leadership and Management

Operational Leadership: Oversee the daily operations of Accera Camp, ensuring that all activities align with the camp's mission, vision, and core values.

Team Management: Recruit, train, and supervise camp staff, including teachers, administrative personnel, and support staff. Foster a purposeful, positive and inclusive work environment.

Program Development: Lead the development and implementation of educational and adventure programs that meet the needs of diverse groups of participants.



Safety and Compliance: Ensure all camp activities comply with local and international safety standards. Oversee the implementation of risk management strategies and emergency protocols.

Stakeholder Engagement: Act as the primary point of contact between Accera Camp and its Board of Directors, parents, schools, and other stakeholders.

2. Strategic Planning and Development

Long-Term Planning: Collaborate with the Board of Directors to develop and execute strategic plans that ensure the long-term success and sustainability of the camp.

Financial Management: Oversee the camp's budget, manage financial resources efficiently, and ensure financial targets are met. Report regularly to the Board of Directors on financial performance.

Marketing and Outreach: Work closely with the marketing team to promote Accera Camp to international schools, parents, and other target markets. Attend relevant conferences and networking events to increase the camp's visibility.

3. Program and Curriculum Design

Educational Programs: Design and implement outdoor education programs that are engaging, safe, and aligned with international educational standards.

International School Residential Programs: Create and lead a range of additional educational camp programs specifically suited to international school residents. These programs should cater to the educational and developmental needs of international students, integrating outdoor adventure with academic and personal growth objectives.

Accreditation: Lead efforts to achieve and maintain necessary accreditations, including the Duke of Edinburgh Award, Positive Education accreditation, and others as required.

Continuous Improvement: Regularly review and update programs based on feedback and best practices to ensure the camp remains at the forefront of outdoor education.



4. Creation of Additional Residential Programs

Local Facility Utilisation: Develop residential programs that leverage not only Accera Camp's immediate facilities but also nearby locations such as Toscana Valley and Khao Yai National Park.

Diverse Programming: Design programs that integrate the natural beauty and resources of the surrounding area, offering unique educational and adventure experiences. This includes nature studies, environmental conservation activities, and outdoor sports.

Collaborative Partnerships: Establish partnerships with local facilities and experts to enhance program offerings. This could include guided tours, wildlife conservation projects, and cultural immersion activities within the local community.

Tailored Experiences for International Schools: Create customized programs that cater to the specific educational and developmental goals of international schools. These programs should align with their curricula and provide enriching, hands-on learning opportunities.

5. Health and Safety

Risk Management: Develop and implement comprehensive risk management strategies for all camp activities. Ensure all staff are trained in safety protocols and emergency procedures.

Compliance: Ensure that the camp meets all local and international health, safety, and environmental regulations. Maintain up-to-date records of all compliance-related activities.

6. Safeguarding

Safeguarding Policies: Develop, implement, and regularly update safeguarding policies and procedures in line with international best practices and local regulations.

Staff Training: Ensure all staff receive comprehensive safeguarding training, including recognizing and responding to concerns about the welfare of children and young people.

Reporting and Monitoring: Establish clear procedures for reporting safeguarding concerns. Regularly monitor and audit safeguarding practices to ensure they are effective and consistently applied.



Child Protection: Promote a culture of safety and respect, ensuring that all interactions between staff, volunteers, and campers adhere to the highest standards of child protection.

Teems and Accera are committed to safeguarding at all levels of the application and appointment process.

7. Community and Stakeholder Relations

Relationship Building: Develop and maintain strong relationships with local communities, international schools, educational organisations, and other stakeholders.

Community Engagement: Create opportunities for community involvement in camp activities, fostering positive relationships and enhancing the camp's reputation.

8. Reporting and Accountability

Regular Reporting: Provide regular updates to the Board of Directors on operational, financial, and programmatic aspects of the camp. Ensure transparency and accountability in all camp operations.

Performance Metrics: Track and report on key performance indicators (KPIs) to assess the camp's success and areas for improvement.

Qualifications:

Education: Bachelor's degree in Education, Outdoor Recreation, Environmental Science, or a related field. A Master's degree or equivalent experience is preferred.

Experience: Minimum of 5-7 years of experience in a leadership role within a camp, outdoor education, or related environment. Experience with international schools and accreditation processes is highly desirable.

Certifications: Relevant outdoor education certifications (e.g., Mountain Leader, Wilderness First Aid, Kayaking Instructor) are required. Additional certifications in risk management or educational leadership are a plus.



Skills:

Strong leadership and team management skills.

Excellent communication and interpersonal skills.

Proven ability to develop and manage educational programs.

Financial management and budgeting experience.

Knowledge of health and safety regulations in outdoor education.

Personal Attributes:

Passionate about outdoor education and youth development.

Strong problem-solving abilities.

Able to work independently and as part of a team.

Culturally sensitive and adaptable to diverse environments.

Flexibility and adaptability when working with young people, their families and the wider community.

Be both reflective and forward thinking.

Working Conditions:

Location: The position is based at Accera Camp in Toscana Valley, Khao Yai, Thailand. The role requires living on-site during the camp season and may require travel for marketing and outreach activities.

Work Schedule: The role requires flexibility, including working evenings, weekends, and holidays as needed, particularly during the camp season.

Physical Requirements: The role may involve physical activities such as hiking, leading outdoor adventures, and participating in camp programs.



Application Process:

Interested candidates should submit a resume, cover letter, and relevant certifications to director@accercamp.com. Applications will be reviewed on a rolling basis until the position is filled.

Accera Camp takes safeguarding seriously; questions and procedures will apply at all levels of application and interview.

This job description is intended to convey information essential to understanding the scope of the Camp Director's position and is not an exhaustive list of responsibilities, duties, or qualifications required. Accera Camp reserves the right to modify this job description at any time.
