



National Inventors Hall of Fame®

DIRECTOR ROLE DESCRIPTION

The Camp Invention Director is the liaison between Camp Invention and the host site. The Director is the local representative of Camp Invention in his or her community. This position provides a gratifying experience to those with a true appreciation for enrichment and innovation programs.

Our best Directors:

- Possess strong organizational and time-management skills
- Exhibit excellent interpersonal skills with children and adults
- Demonstrate enthusiasm when representing the program
- Display creativity, flexibility, and resourcefulness
- Are self-directed and natural problem-solvers
- Have a basic understanding of computer programs for administrative purposes

Director responsibilities include:

- Communicate frequently with National Inventors Hall of Fame Regional Representative
- Attend Director orientations (via conference calls, webinars, or in-person)
- Review all communications from the Regional Representative
- Manage in-person program roster
- Recruit, train, and supervise Program Team Members, including Instructors, Camp Parents, Leadership Interns, and volunteers
- Promote the program within the community
 - Obtain district approval and distribute flyers to K-5 students
 - Promote through school websites, PTA/PTO newsletters, posters, etc.
- Coordinate site logistics, including, but not limited to, the following:
 - Pre-program paperwork and setup
 - Monday morning registration logistics
 - Participant group assignments
 - Parent communications
 - Participant arrival and departure
 - Base Camp and lunchtime supervision
 - Program team meetings
- Check-in on all classrooms during the program
- Maintain order - including discipline