

Job Title: Program Director

Reports to: The Director

Job Type: Full Time Seasonal

Position Summary

This position will help leverage unique gifts and skills of this staff member to improve the overall camp program. From check in to checkout and everything in the middle. Assess, elevate, innovate.

Key Functions/ Responsibilities

- Create rubric for program assessment
- Create a list of all activities, programs, and organized camper times while campers are on site.
- Assess all current programs (Staffing, equipment, training, curriculum, alumni resources, purchasing and awards)
- Create an improvement plan for each area
- Keep all documents organized in the camp cloud
- Cloud structure, cleaning, and proper file storage
- Implement coaching if staff and communication to director, facilities director, operations director, and exec. Dir. to produce desired results for improvement.
- Document with photographs, when possible, to tell the story of our growth
- Celebrate the wins and have structure around those moments
- Work well with Leadership team for all camps
- Work well with co-Program Director
- Key role in staff training
- Conduct the program training components in staff training
- New activity- clarity, operationalize, execute and multiply (2020- 6 activities, frisbee golf, metal detecting) (2021- Paint ball, mountain biking)

Experience:

- Minimum in 5 camp leadership
- Teacher 5 or more years
- Demonstrated excellence in program delivery and staff management
- Strong organizational skills
- Strong communication skills