**Title: Program Director**

**Reports to: Camp Director**

**Position Purpose (primary responsibilities):**

The program director works closely with the camp director and assistant director to plan and ensure the delivery of a safe, organized, and fun camp program for all campers and staff. This individual oversees the coordination of program activities and schedules, providing and maximizing opportunities for camper-directed planning. The program director supervises program specialists, and works closely with trip staff to plan and organize off-site wilderness trips, and serves as the on-site director in the event that the camp director and assistant camp director are unavailable.

**Responsibilities:**

1. **Camp Program:**

* Serve as a program resource to unit and other staff.
* Maintain high standards of camper-planning and program activities.
* Encourage creative, flexible program that uses the site and surrounding area to good advantage.
* Be aware of unit program through conferences, informal conversation with staff and campers, and visits to program areas and units.
* Serve as resource on program specifics as they relate to the mission of Friends of Camp Little Notch.
* Provide developmentally appropriate instruction that includes opportunities for progression.
* Hold regular conferences with specialists, unit leaders and counselors to review program plans for balance and progression.
* Identify natural hazards and environmental risks and takes steps to control them.
* Know and teach emergency procedures.

1. **Camp Administration:**

* Assist with planning and necessary preparations before camp through regular conferences with the camp director and assistant camp director.
* Assist with the planning and execution of pre-camp staff training.
* Assist with planning and execution of required emergency drills and rehearsals.
* Share responsibility for maintaining high staff morale.
* Share responsibility for maintaining good public relations with all visitors and businesses.
* Assist with the opening and closing of camp.
* Assist with the placement of campers and staff in units.
* Assist with inventories, evaluation of staff, and any reports deemed necessary.
* Share responsibility for transporting staff and campers.
* Assist with staff meetings and leadership team/unit leader meetings.
* Assist with maintaining and complying with camp health and safety procedures.
* Perform other duties as assigned by the camp director.

1. **Serve as a role model to campers and guiding them in appropriate behavior, language, attitudes, and activities:**

* Model valuing and appreciating differences in individuals
* Treat all campers with respect and dignity.
* Maintain positive attitude and relationships with staff and campers.
* Practice good health habits.

1. **Participate in the Camp Community:**

* **Participate effectively in the camp staff team:**
* Maintain excellent communication with campers, parents and other staff.
* Participate in staff meetings, daily leadership team meetings, and other meetings as directed.
* Facilitate planning of all-camp activities and other events as requested.
* Function as a unit staff member when necessary.
* Take an active role in the continual evaluation of campers, programs and staff
  + Lead and/or participate in overnight trips as requested.
  + Take responsibility for the use and care of camp equipment.
  + Supervise campers at meals; participate in program activities as available.
* Keep the camp director informed of program area needs.
* Participate in required pre-camp training.
* Perform other duties as assigned by the camp director.

**Qualifications:**

* Belief in, adherence to, and a willingness to promote the mission of Friends of Camp Little Notch
* Acceptance and appreciation of all people and the ability to live and work with children and adults of backgrounds, life experiences, and identities.
* Ability and desire to live and work in a tight-knit, diverse, community
* Passion for youth development, environmental sustainability, and diversity education.
* Willingness and ability to share skills and traditions, and to learn new skills and philosophies.
* Maturity, strong leadership qualities, and good judgment.
* Love of people and the ability to put others’ needs first.
* Excellent communication skills, and a willingness to work as part of an effective camp staff team.
* First aid and CPR/AED certification.
* Current driver’s license and clean driving record.
* Knowledge of camp program standards, safety rules and program progression.
* Administrative and supervisory experience in a resident camp setting.
* Ability to teach and supervise adults and children.
* Knowledge of ACA standards and the NYS DOH requirements pertaining to children’s camps.
* Interest, knowledge and skills in a variety of camp and outdoor activities.
* Ability to respond calmly and with good judgment in a crisis situation.
* Minimum age 21 years.

**Essential Functions:**

* Ability to collaborate effectively with other staff.
* Ability to communicate and work with other staff, campers, and guests.
* Physical ability to respond appropriately to emergency situations.
* Ability to safely operate a motor vehicle.
* Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
* Ability to traverse varying terrain, from flat to hilly, while moving with between activities.
* Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
* Ability to live and work in a camp setting with children and adults 24 hours a day, with a minimum of privacy, while maintaining a high level of energy, enthusiasm and a good sense of humor.