



PROGRAM DIRECTOR

2024 DATES: June 11 - August 5 (includes training, summer camp, & time-off periods).

2024 POSITION SALARY: \$425-450 per week for 8 weeks with the possibility of weekly or per diem employment through mid September.

Housing and Meals provided.

REPORTS TO: Camp Director

DIRECT REPORTS: Outdoor Education Coordinator, Counselors

PRIMARY RESPONSIBILITY: To oversee the design, planning and administration of key camp programming including All-Camp Events, Arts & Crafts, and Outdoor Education.

MINIMUM QUALIFICATIONS:

- Be at least 20 years of age
- At least two summers of day or overnight camp staff experience
- Valid driver's license and willingness to drive camp vehicles
- Possess First Aid & CPR training or willingness to obtain during training
- Commitment to bringing the Camp Little Notch Mission to life

ESSENTIAL JOB RESPONSIBILITIES:

- Participate in the planning and conducting of pre-camp training, to include ensuring that summer curriculum is set and staff have what they need to accomplish program goals.
- Oversee any non-waterfront programming as delivered by the Outdoor Education Coordinator, Arts & Crafts Specialist or Counselors.
- Organize weekly camper choice offerings and scheduling campers and staff into these activities.
- Plan and deliver weekly all-camp theme activities and meals.
- Assist in the care of the camp facility and its equipment. Take consistent inventory of program supplies and replenish supplies as needed.
- Directly assist the Camp Director in overseeing day-to-day operations as directed, such as: food services, programs, human resource matters, monitoring maintenance needs, interaction with families, camper/staff

supervision, health services (including off-site trips to obtain medical services for campers or staff) and other off-site errands.

- Supervise assigned staff members, to include regular, spontaneous evaluation and feedback. Complete mid-summer and summer's end performance appraisals in conjunction with the Camp Director.
- Act as a resource for unit counselors needing support; conduct frequent check-ins with units. Keep the Camp Director regularly informed of staff performance, morale and conflicts.
- Regularly cover unit staff time-off as assigned.
- Act as a leader and role model to fellow staff members through the following means:
 - Enthusiastic participation in all camp programming
 - Excellent customer service skills
 - A professional demeanor and positive, upbeat disposition
 - A consistent willingness to help others
 - Communicating with fellow staff members in a way that is positive and encouraging
 - Living the Values of Camp Little Notch
- Understand site specific emergency procedures and respond to on-site incidents and accidents and follow reporting procedures to Camp Director and/or Executive Director as required.
- Understand American Camp Association and NY State Health Department regulations and how they apply to assigned daily responsibilities.
- Assist with weekly camp clean up between sessions, to include sweeping, mopping, sanitizing, trash pick-up, etc.
- Assist in other camp duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work productively in a fast-paced environment.
- Skills in program/lesson planning and implementation, such as: time management, creativity, flexibility, enthusiasm, interpersonal prowess, patience, and public speaking.

PHYSICAL ASPECTS OF THE POSITION:

- Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
- Ability to traverse varying terrain while moving between activities.
- Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
- Endurance to meet emergency needs.
- Ability (and willingness) to live in a communal camp setting with adults and children while working irregular hours.

I acknowledge that I have read and understand this job description and have received a copy for my records.

Employee Name:		Date:	
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