

Wanakee

Job Description

Job Title: **Program Director**
Classification: *Seasonal*
Reports to: *Executive Director*

Position Purpose:

To further the mission of Wanakee through the planning, scheduling, and safe implementation of weekly resident camp programming, including staff supervision and volunteer support/management. Assist in the management of the overall camp operation at the direction of the Executive Director.

Essential Job Functions:

1. Deliver a rich, fun, safe program to campers.
 - ♦ Ensure activities are scheduled, prepared, and implemented that meet camp outcomes and the abilities of the campers.
 - ♦ Accurately coordinate site, travel, program, and meal schedules, including working with volunteer event directors to coordinate decentralized programs.
 - ♦ Evaluate the success of programs and camper development, making recommendations for improvements to the Executive Director and Program Committee.
 - ♦ Coordinate all camp program and campfire activities with other staff, including but not limited to rainy-day activities, worships, games, special events.
2. Ensure that staff, volunteers, and campers know and follow safety and educational procedures during camp programs.
 - ♦ Assist in planning, implementing, and leading staff training.
 - ♦ Provide guidelines for programs utilizing camp equipment.
 - ♦ Ensure campers and staff follow safety procedures in all program areas.
3. Act as a professional and level-headed point of contact for diverse stakeholders.
 - ♦ Handle emergencies and solve problems with campers, volunteers, and staff, including acting as primary point-of-contact in the event of absence by the Executive Director or other representative.
 - ♦ Communicate with parents as needed, including coordinating check-in.
 - ♦ Treat sensitive situations with discretion, including confidential information pertaining to camper, staff, and volunteer safety and health.
4. Supervise and evaluate staff and volunteer counselors/directors and other programmatic staff as assigned to develop and implement all facets of camp program activities
 - ♦ Regularly monitor work of counselors.
 - ♦ Provide realtime feedback and guidance, including mid-season and end-of-season evaluations.
 - ♦ Promptly share concerns with Executive Director regarding staff performance.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading as needed.
- ♦ Monitor equipment and program areas for safety.
- ♦ Other duties as assigned by Executive Director, including assisting in other areas of camp.

Qualifications:

- ♦ Background in education, outdoor education, youth development, or youth ministry desired.
- ♦ Experience in a summer camp setting.
- ♦ Current certification in challenge course operation or documented experience and training (or ability to earn certification).
- ♦ Current certification in first aid and CPR (or ability to earn certification)

Physical Aspects of the Position:

- ♦ Ability to effectively communicate orally and in writing.
- ♦ Ability to observe camper/staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

Some physical requirements of this position could be endurance including climbing, standing, swimming, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.