

# **Wanakee**

## ***Job Description***

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

### Position Purpose:

To further the mission of Wanakee through the planning and delivery of trip/travel activities that are safe, fun, and appropriate to the campers' age and abilities, including but not limited to canoeing, rock climbing/ropes course, and swimming. Assist in the management to the physical operation of trip/travel programs and related equipment. Assist in the planning and management of general residential programming at the direction of the Executive Director and Program Director.

### Essential Job Functions:

1. Plan and manage trip and travel program.
  - ♦ Evaluate abilities of campers and staff related to planned trips, teach the skills necessary before leaving the camp site, including personal and group health and safety, maintenance and care of equipment, emergency procedures, etc.
  - ♦ Meet with the camp nurse before and after trips to monitor camper health during and following trips.
  - ♦ Ensure that camp staff and campers follow established safety guidelines, including training staff for trip/travel programs.
  - ♦ Ensure campers and staff follow safety procedures.
  - ♦ Be prepared to enact written emergency procedures in the event of accident or illness.
  - ♦ With the assistance of campers and staff, pack and load into vehicles all necessary camping and safety equipment, food, and water for the trip. Maintain travel logs and vehicle checklists.
  - ♦ Safely a range of vehicles, including occasional use of canoe trailer.
2. Deliver a fun adventure challenge program to campers.
  - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers, including integration of Christian teachings.
  - ♦ Expand the camp's activities with new games and initiatives.
  - ♦ Develop new processing and debriefing tools.
2. Ensure that camp staff and campers know and follow safety and educational procedures in adventure challenge.
  - ♦ Assist in the implementation of staff training for adventure challenge activities.
  - ♦ Train other staff in their adventure challenge responsibilities including spotting.
  - ♦ Ensure campers and staff follow safety procedures for adventure challenge activities.
3. Support counseling staff by role modeling high level of engagement with campers
  - ♦ Regularly attend site campfires and sit with sites during meals.
  - ♦ Offer real time feedback to counselors to support growth and development.
  - ♦ Support and lead all-camp activities, including but not limited to worships, games, and special events.

#### 4. Support in Program Administration

- ♦ Assist Executive and Program Director with tasks such as: program planning/scheduling, staff/volunteer training and support, camper registration (including preparation of site lists).

#### 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, or youth development/ministry desired
- ♦ Age 21 preferred
- ♦ Experience in a summer camp setting.
- ♦ Current lifeguard certification and 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)
- ♦ Valid Commercial Driver's License (CDL) desired, though not required.

#### 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.*