



JOB DESCRIPTION: PROGRAM DIRECTOR

Responsible to: Camp Program Manager

Qualifications:

1. Desire and commitment to work in outdoor ministry. This may extend to availability and interest to participate in on-going training opportunities.
2. At least 21 years of age.
3. Possess a range of experience and knowledge to operate the camp successfully and to ensure a safe and professional camp environment.
4. Previous experience working with children, and/or as a Camp Counselor.
5. Ability and enthusiasm to meet and deal with the public, including campers, parents and guests.
6. Ability to create, revise and implement programs.
7. Basic administrative, organizational and leadership skills.
8. Ability to exercise independent judgment.
9. Physical stamina, good health and emotional stability.
10. Current Standard First Aid and Basic Cardiac Life Support
11. Able to provide a Criminal Reference Check

Responsibilities:

1. Work with the Waterfront Director to ensure that waterfront programming and safety are in place, and that all staff follow the waterfront policies
2. Work with the waterfront director to ensure that the camp safety plan and fire safety plan are part of the staff and camper orientation and that drills are practiced with all campers and staff.
3. In cooperation with the Program Committee, play an active role in the interview and selection process for program staff
4. In consultation with the Program Committee select program materials and resource people for the Children's Camp Program, Leader in Training Program and Family Camp Program as well as prepare and implement the camp programs.
5. Develop a craft and nature program related to the theme and ensure supplies are on hand or ordered for the program.
6. Plan and conduct a training program for staff prior to the start of camp.

7. Provide supervision and support to counselors and other program staff members during the training, Children's Camp programs, Leader in Training Program, and Family Camp Program.
8. Participate in camp-wide activities.
9. Provide supervision and assistance in implementing the program.
10. In cooperation with the Camp Nurse, support the provision of adequate health care to all on site.
11. Ensure that all Workplace Health and Safety policies are included in the staff orientation and ensure that staff are following all policies. Prepare incident reports.
12. Assist chaplains, nurses and other short-term volunteers in becoming familiar with and active in the Children's Camp Program, Leader in Training Program and Family Camp Program.
13. Maintain accurate records of curriculum, completed staff training
14. Ensure an inventory of program supplies, including books, craft supplies and equipment, recreational equipment, waterfront equipment and nature study supplies at end of season.
15. Meet with each program staff member at or near the end of the season to discuss and provide an evaluation of their performance.
16. Provide a written report and evaluation, within three (3) days of completion of the Children's Camp Program, Leader in Training Program and Family Camp Program, of the current camp season and the camp's facility, including:
 - a. A complete description of the camp program,
 - b. An evaluation of the camp curriculum,
 - c. An evaluation of program staff members, including recommendations for future hiring,
 - d. Statistical summary of campers, staff, groups for each week of the season,
 - e. Inventory report as per item #16 and make recommendations for improvements,
 - f. Recommendation to the Program Committee concerning camp facilities, procedures, rules, etc., that will enhance the Children's Camp Program, Leader in Training Program, and Family Camp Program in future years. Program Committee will take this report to the Camp Lutherlyn Board of Directors.