

Camp Ramah in Northern California

Job Description

Job Title: **Program Director**
Reports to: **Camp Director**

Position Purpose:

Just like every programmatic position, the camp photographer's main responsibility is the safety and care of our campers. To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director.

Essential Job Functions:

1. Deliver a fun program to campers.
 - ◆ Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
 - ◆ Evaluate program delivery abilities of staff.
 - ◆ Deliver progressive program activities.
 - ◆ Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
 - ◆ Coordinate all camp program and campfire activities with other staff.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
 - ◆ Assist in the implementation of staff training.
 - ◆ Provide guidelines for programs utilizing camp equipment.
 - ◆ Ensure campers and staff follow safety procedures in all program areas.
3. Assist in the management and care of the physical facilities and equipment in all program areas.
 - ◆ Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
 - ◆ Ensure that program areas are kept free of hazards and debris.
4. Supervise and evaluate Program Specialists to develop and implement all facets of camp program activities
 - ◆ Regularly monitor work of program specialists.
 - ◆ Provide feedback and guidance to program specialists.
 - ◆ Provide recommendations and concerns to camp director regarding program specialists' performances.
5. Develop and implement schedules and records for all areas of camp program and facilities.
 - ◆ Create camper and group program and activity schedules.
 - ◆ Develop and supervise staff schedule for programs and activities.
 - ◆ Collect and evaluate records; report and evaluate camp program and activity areas.

Other Job Duties:

- ◆ Attend administrative staff meetings.
- ◆ Maintain clear and positive written and verbal communication with all camp staff.
- ◆ Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Provide ongoing program ideas to counseling and activity area staff.

Relationships: Work with programming and operations staff to ensure activities are running in a neat orderly manner.

Program Directors often have direct relationships with the counseling staff and may actually supervise Counselors who also have program activity responsibility.

Equipment Used: Computer & software (word processing, internet based applications, office equipment & supplies, program equipment and supplies)

May be required to operate camp program and office equipment as needed.

Qualifications: (Minimum Qualifications and Experience)

- ◆ Experience in administrative roles at similar camp
- ◆ Experience in the development and delivery of programs and activities for similar population.
- ◆ Current instructional certification in program or related experience.
- ◆ Current certification in first aid and CPR.

Knowledge, Skills, and Abilities:

- ◆ Training and experience in teaching program to adults and children.
- ◆ Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- ◆ Ability to communicate and work with groups participating (infant through adult, beginner experience through expert) and provide necessary instruction to campers and staff.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a program position may include endurance such as standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. 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 weather conditions working up to 54 hours per week, and up to 6 days a week