

JOB DESCRIPTION

Position: Program Director

Minimum Qualifications

- Current CPR and First Aid certifications
- Bachelors in camp administration or related degree and/or experience in related field
- Ability to supervise staff and campers
- Ability to meet and work with the public
- Ability to assist in planning, originating, organizing, and executing daily and special programs.
- Must be able to lift at least 50 lbs

Responsible to:

Executive Director

Camp Goals:

The short-term plan focuses on the Conservation and Wet-N-Wild programs, catering to the needs of Maine Youth. Long term, we expect year round operations, offering outdoor community programs, business retreats, Fall and Winter sports and school functions.

Specific Responsibilities.

To assist in planning, directing and supervising all camp programs and staff .:

1. Define and plan programs to reflect camp goals.
2. Assist in recruiting campers and staff.
3. Prepare and conduct pre-camp and in-service staff trainings.
4. Set and supervise opening and closing day procedures for staff and campers
5. Develop routines, schedules, and procedures for camp operation.
6. Assign staff activities and responsibilities.
7. Assign staff and campers to cabins and groups.
8. Supervise and evaluate all program staff.
9. Maintain and review records of all programs, counselors and facilities.
10. Prepare an evaluation and summary of current season including inventories, staff, camper reports, and make recommendations for the following season.
11. With Health Director, define and monitor crisis management plan, including emergency procedures.
12. Monitor safety and all procedures as they pertain to the complete supervision of all campers and counselors.
13. Organize and/or approve trips out of camp.
14. Provide an atmosphere for developing good morale and well being among the camp family.
15. Fill in counselor positions, as necessary.

This is not meant to be a complete list of responsibilities. Duties may be assigned or reassigned as required.

Essential Functions:

- Train staff
- Observe camper behavior
- Identify and respond to hazards
- Work with different age and skill levels
- Plan and conduct activities