



Job posting for: Program Director

Reports to: Camp Director

Status: Seasonal, Seasonal May – September Camp Dates: June 10 – August 12; Typically Saturday and Sunday off, but schedule varies

Location: Camp Bovey – Residential Summer Camp in Gordon, WI

Broad Scope and Function of Job:

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 including the scheduling, supervision, and development of lead educators, program specialists, and Leaders in Training (LITs) at the direction of the camp director. During the summer season, the Program Director will act as an Assistant Camp Director and be placed in charge when the Director is absent.

Purpose and Core Values: The purpose of Camp Bovey is to provide fun and encouraging outdoor experiences that ignite curiosity, create connections, and grow confidence. Our core values are Caring, Sharing, Curiosity, and Connection.

Major Job Responsibilities:

Is responsible for but not limited to the following functions:

1. Deliver a fun and encouraging program to campers that aligns with our purpose.
 - 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 all-camp programs, activities, and campfires with other staff and LITs.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
 - Assist in the planning and 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 lead educators, program specialists and activity leaders 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, activities, and daily breaks.
- Make cabin assignments.
- Collect and evaluate records; report and evaluate camp program and activity areas.

Other Job Duties:

- Attend administrative staff meetings and participate in staff hiring.
- 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.
- Participate in daily meetings and reflections with the Camp Director throughout the summer season, including pre- and post-season goal-setting and reflections.

Relationships:

The Program Director will have direct relationships with the counseling staff and will supervise the Waterfront Director, Environmental Education Director, program specialists, and activity leaders. The Program Director and Camp Director will work closely leading into the summer season for activities that may include staff interviews, program planning, conference attendance, and camp opening activities. Additionally, the Program Director will play a key role following the season to reflect about the success and areas of improvement in programming, scheduling, training, and recruitment. The Program Director will work closely with the Business Administrator and the Director of the Youth Department, and will also be the “face of camp” to caregivers during drop-off and pick-up of each session, which will require excellent and professional interpersonal skills.

Equipment Used:

Email, web-based registration software, excel, office supplies, Google drive, hammer, drill, paint, shovel, cleaning supplies (may include bleach products), toilet plunger, mop, broom, vacuum, fire building tools, watercraft, tenting supplies.

Job Requirements and Qualifications: *(Minimum Qualifications and Experience)*

- Experience in administrative roles in a camp or other youth-serving setting.
- Experience in the development and delivery of programs and activities for similar population.
- Experience in residential camp settings is ideal.
- Current certification in first aid and CPR or willingness to attain.
- Preferred: Lifeguard certification or willingness/ability to attain.

Knowledge, Skills, and Abilities:

- Training and experience in teaching program to adults and children.
- Desire and ability to work with children in outdoors settings.
- Preferred: Valid DL and ability/willingness to drive a camp vehicle (15-passenger van).

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (ages 7 and up with varying skills) 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.
- Endurance including prolonged standing, some bending, stooping, and stretching. Walking and some running on uneven or sandy surfaces.
- Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to various weather conditions.

Compensation: \$4,400 seasonally / \$80 daily rate

Application deadline: January 18, 2019

Apply directly online: <https://goo.gl/forms/xvi2she72za40BW33>

Resume and cover letter should be submitted along with the application using the above link. If you are unable to attach your either of those documents within the application, you may send them to East Side Neighborhood Services, 1700 Second Street NE, Minneapolis, MN 55413 or by email to campboveyHR@gmail.com ; or visit our website at www.esns.org

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

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