

Camp High Hopes

Job Description

Job Title: **Program Director**

Incumbent:

Classification: Exempt (Year-round)

Required to live onsite at camp: Varies

Reports to: Camp Director

Qualifications:

- 1 year experience in administrative role(s) at a special needs camp/facility preferred.
- ♦ 1 year experience in the development and delivery of programs and activities for youth and adults with special needs preferred.
- ♦ 1 years experience in creating and managing budget preferred.
- ♦ Current instructional certification in program or related experience or willing to be trained.
- ♦ Current certification in first aid and CPR or willing to be trained.
- ♦ Valid Driver's License

Position Purpose:

The Program Director is responsible for the development, implementation, planning, management, and delivery of the organization's camp program and program related activities.

Essential Job Functions:

1. Design, deliver, and evaluate camp program that meets the needs and interest of the camps target populations and ensure their delivery in a safe and quality manner.
 - ♦ Remain current with information on the developmental needs of youth and adults with special needs.
 - ♦ Annually seek and analyze input from youth, adults, families, caregivers, and staff regarding the quality, safety, and enjoyment of the program, direct care, and staff.
 - ♦ Design and ensure delivery of programs, activities, and direct care appropriate to the camper population and to current ACA (American Camp Association) standards.
2. Implement human resource management practices to recruit, retain, and supervise program staff, volunteers, and interns.
 - ♦ Recruit staff based on projected camper enrollment.
 - ♦ Coordinate program volunteers as needed, including recruiting, screening, and scheduling.
 - ♦ Develop, implement and manage seasonal therapeutic recreation intern program.
 - ♦ Hire, train, supervise, monitor, and evaluate program staff, volunteers, and interns.
3. Ensure a fun, safe, and adaptive program is being delivered to campers.
 - ♦ Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of all the campers.
 - ♦ Ensure program delivery abilities of staff are being evaluated.
 - ♦ Ensure adaptive and progressive program activities are being delivered.
 - ♦ Ensure safe program activities are being delivered.
 - ♦ Ensure the success of the program and the development of the campers' abilities and skills in various program activities are being evaluated.
 - ♦ Ensure there is coordination of all camp program and activities with other key staff.

4. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs and direct care.
 - ♦ Develop and implement annual, seasonal, and as needed staff training.
 - ♦ Provide guidelines for programs utilizing camp equipment.
 - ♦ Ensure campers and staff follow safety procedures in all program areas.
5. Assist in the management and care of the physical facilities and equipment in all program areas.
 - ♦ Oversee daily checks of program area and equipment for safety, cleanliness, and good repair.
 - ♦ Ensure that program areas are kept free of hazards and debris.
6. Develop and implement schedules and records for all areas of the camp program.
 - ♦ Develop, implement, and maintain an annual camp session schedule.
 - ♦ Develop, implement, and maintain a camper registration process.
 - ♦ Create camper and group program activity schedules.
 - ♦ Develop and supervise staff schedule for programs and activities.
 - ♦ Collect and evaluate records; report and evaluate camp program, camp activity areas and direct care of campers.
7. Finance
 - ♦ Establish and manage annual Program budget including the annual evaluation and publishing of Program session fees and rates.
 - ♦ Review and approve/decline refunds requested by clients.
 - ♦ Purchasing and maintaining inventory for camp store.
8. Program Partnerships
 - ♦ Identify and develop relationships with prospective and current program partners including community agencies, disability service organizations, and partner camps.
 - ♦ Implement new and additional program partnerships that coincide with the mission, needs, and abilities of the organization.
9. Other duties as assigned.
10. Regular and punctual attendance at location determined by employer.
11. Be at work on time and clean in appearance.

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 and direct care, 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 and direct care ideas to program and direct care staff.

Relationships:

- ♦ Reports to the Operations Director. Supervises the Program staff and CTRS Interns. Works closely with the office, nursing, operations, maintenance, and kitchen staff.

Equipment Used:

- ♦ Use and responsibility for direct care facilities and equipment such as a camper cabin, lodge program activity areas, bedrooms and bathrooms.
- ♦ Equipment and structures used and responsible for, but not limited to, includes: adaptive equipment, aquatic equipment, challenge course equipment, training equipment, helmets, life jackets, canoes, paddle boats, fishing poles, art and craft supplies, nature equipment such as compasses and flashlights, bicycles and tricycles, snow sport equipment such as sleds and snowshoes, general sporting equipment such as balls and scooters, sensory room equipment

such as swings and tactile items, miniature golfing equipment, archery equipment, outdoor cooking equipment, tenting equipment, horseback riding equipment, patient lifts, wheelchairs, walkers, medical and hygiene supplies, and other camp program equipment.

Knowledge, Skills, and Abilities:

- ♦ Ability to manage and direct others.
- ♦ Ability to plan and manage budgets.
- ♦ Ability to innovate and plan accordingly.
- ♦ Desire and ability to work with children and adults with special needs outdoors.
- ♦ Training and experience in providing direct care and teaching program to children and adults with special needs.
- ♦ Ability to live onsite at the camp.
- ♦ Ability to work irregular hours, including nights, weekends, and overnights.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (all ages and all skill levels) 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.
- ♦ Physical requirements of the Program Director include endurance, climbing, 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 and the occasional ability to lift a minimum of 50 lbs. with the assistance of other staff members or medical equipment. 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, snow and cold, varying weather conditions, and animals such as bugs, snakes, bats, etc.