

Camp Arbutus Hayo-Went-Ha Program Director Job Description

Desired Qualifications

- * Training and experience in supervising and delegating staff
- * Training and experience in working with children
- * Ability to work well with others at camp
- * Ability to originate, update, and/or monitor all camp activities, maintain schedules, and implement the in camp activities program
- * Current CPR and first aid certifications
- * Desire to work and live in a camp community

Responsible to
Camp Director

General Responsibilities

To be program Director for the camp; supervise staff and campers; work with camp director and staff; and help provide well run and interesting activities.

Specific Responsibilities

1. Ensure each staff member and camper has an opportunity to participate in desired activities.
2. Participate in and lead specific areas of staff training pertaining to program
3. Set up system for program schedule for both campers and staff, as well as a system for observing staff and campers in these activities.
4. Conduct inventory of all program supplies and place orders when necessary, ensuring timely arrival of supplies
5. Coordinate coverage of the position
6. Post schedules for activities in advance to allow staff preparation time.
7. Take measures, when necessary, with people in the community for information about cherry picking, collecting newspaper and magazines etc.
8. Check and issue assignments for staff and campers
9. Keep accident/incident reports that can be used for risk-management assessment
10. Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on thoughts and observations, and make recommendations for the following season
11. Monitor all aspects of the program areas
12. Monitor/evaluate camp procedures, facilities, and conditions and suggested modifications that would create more interesting program areas in the future.
13. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Camp Director.

Essential Functions

The Program Director needs to communicate effectively to enforce safety regulations, must be able to drive for needs and supplies; lift/assist needed equipment; observe all areas of programming in the camp setting; use telephone; observe and assess unsatisfactory activities or inappropriate teaching of an activity. (Taking into account safety, location etc.).