

GSCSNJ SUMMER CAMPS

Job Description

Job Title: **Program Manager**
Classification: Exempt (Seasonal)
Reports to: Camp Director
Location: Camp Sacajawea

Position Purpose:

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 program plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
 - ♦ 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 and materials.
 - ♦ 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.
 - ♦ Report all maintenance repairs to the Business Manager.
 - ♦ Ensure that program areas are kept free of hazards and debris; remove trash from designated areas on a daily basis.
4. Supervise and evaluate Program Specialists to develop and implement all facets of camp program activities.
 - ♦ Regularly monitor work of Program Specialists.
 - ♦ Complete a mid and end of season performance evaluation of Program Specialists.
 - ♦ Provide on-going feedback and guidance to Program Specialists throughout the season.
 - ♦ 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.

Other Job Duties:

- ♦ Attends all trainings and staff meetings before and during the camp season.
- ♦ Maintain clear and positive written and verbal communication with all camp staff.
- ♦ Participate enthusiastically in all camp activities, providing support and guidance to all staff.

- ♦ 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 program staff.
- ♦ Adhere to all GSCSNJ council policies and procedures.
- ♦ Observe all safety precautions and comply with all GSCSNJ council health and safety rules and procedures.
- ♦ Assist with camper units as needed, including staff coverage.
- ♦ Assist with camp healthcare needs as needed, including camper check-in, supervision of ill campers, and non-emergency transport.
- ♦ Provide a detailed inventory list of program supplies to the Business Manager.

Qualifications:

- ♦ Must be 21 years of age.
- ♦ High school graduate preferred.
- ♦ First Aid/CPR certification preferred.
- ♦ Must submit health history record, examination form and record of immunizations prior to first day of work.
- ♦ Ability to interact with all age levels.

Knowledge, Skills, and Abilities:

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

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and 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.
- ♦ Some physical requirements of a unit leader could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching.
- ♦ The ability to lift program supplies up to 50 lbs.
- ♦ The ability to withstand daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Employee Printed Name

Employee Signature

Date

Director Printed Name

Director Signature

Date