



Position: Program Director

Classification: Seasonal

Summer Salary: June 3- August 28- \$10,000 with hourly compensation possible pre-June 3

Overview:

The Program Director will further the mission of Base Camp through the support of Base Camp counselors, program activities, and events. They will assist in the creation and implementation of the Camp Program at the direction of the Base Camp Director. They will be responsible for tracking inventory and supplies needed to execute activities.

Essential Job Functions:

- **Camp Program**
 - Deliver a consistently fun and safe program to campers.
 - Assist the Director in the pre-camp preparations, including but not limited to organizing supplies, distributing T-shirts, and managing incoming camper paperwork.
 - Ensure staff are implementing activities as planned so that they meet camp outcomes and the abilities of the campers.
 - Evaluate program delivery abilities of staff and provide feedback.
 - Assist the Director in evaluating the success of the program and the development of the campers' abilities and skills in various program activities.
 - Coordinate all-camp activities.
 - Assist the Director in program development such as off-camp field trips to continually advance the offerings of Base Camp.

- **Counselors and Other Staff**
 - Serve as a role model and support for Base Camp counselors.
 - Observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
 - Assist in the management of high school-aged counselors, and assist in the care of middle school and elementary school-aged students.
 - Provide necessary instruction to campers and staff.

- **Safety, Educational (Camp Program) and Other Procedures**
 - Ensure camp staff and campers know and follow safety and educational procedures during camp programs.

- Assist in the planning and execution of staff training.
 - Provide guidelines for programs utilizing camp equipment.
 - Ensure campers and staff follow safety procedures in all program areas.
 - Complete van driver training requirements in order to step in when necessary to transport campers, staff, or for any other reason.
 - Observe camper behavior, assess its appropriateness and model appropriate behavior-management techniques for staff.
- **Facilities and Equipment**
 - 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.
 - Assist in managing the lost and found.
 - Complete errands off camp premises.
 - General cleaning / upkeep.

Other Job Duties:

- Attend and support administrative staff meetings.
- 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 special events, and other all-camp activities and camp functions.
- The Program Director must have direct relationships with the counseling staff and may supervise Counselors. The Program Director may in some cases be placed in charge when the Director and Assistant Director are both absent and act as the Director.
- Any other duties that may arise or be assigned by a member of the Wilderness Adventures Leadership Team, as needed at any time.

Qualifications: (Minimum Qualifications and Experience)

- Experience in administrative roles or summer camp roles
- Experience working with elementary, middle and high school students
- Current certification in first aid and CPR.

Knowledge, Skills, and Abilities:

- Passionate about building community.
- Training and experience in providing feedback to high school children
- Knowledge of Google Suite
- Desire and ability to work with children outdoors
- Detail-oriented and organized
- Creativity in program development.
- Strong communication skills

Physical Aspects of the Position:

- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to move across variable surfaces, including but not limited to: stairs, grass, gravel and pavement.
- Ability to lift ~50 lbs.