

Job Description

**Program Director**

**Responsibilities:**

- Assist with the hiring and orientation of activity specialists.
- Acquire & approve lesson plans from specialists, ensuring camper safety and age appropriateness.
- Supervise activity specialists.
- Coach specialists on appropriate group management and facilitation strategies as needed.
- Evaluate the quality of instruction and activities.
- Help creating overall camp program content, design and scheduling, including camp spirit.
- Oversee specialist supply purchasing.
- Publishing and circulate weekly newsletter which includes camper and specialist content via email and hardcopy.
- Create schedules for special events.
- Book entertainment vendors – two each session (carnival last day of camp).
- Assist with camp site readiness preparation before camp begins as needed.

**Qualifications:**

- Must be fully vaccinated/boosted for COVID-19.
- Experience working with children in a summer camp setting.
- Experience creating lesson plans and facilitating activities.
- Must be able to effectively supervise/guide staff to lead activities with energy and enthusiasm.
- Must exhibit strong interpersonal skills.
- Effectively resolve conflicts.

**\*\*\*All supervisors are expected to lead or assist with other camp duties as needed.**

**\*\*\*All supervisors are expected to promote, foster and maintain a camp environment of positive attitudes, teamwork, cooperation, acceptance, encouragement, respect, strong work ethic and other positive values.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_