



Position Title: Program Director

Employment Status: Seasonal, Temporary

Pay: Daily rate, meals and lodging included.

Responsible to: Camp Director

Description of Responsibilities:

The Program Director is responsible for the development and implementation of specialized program areas including Art, Archery, team building, in unit program, and all camp activities and events. This person should have administrative, supervisory experience in organized camps and be able to further the mission of the camp through the planning and delivery of specialized programs and events. They design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist the Camp Director with management of camp operations. Promote high standards in all aspects of the camp program. Serve as a role model to campers and staff by your actions, appearance, manners, language, and general conduct. Participate enthusiastically in all camp activities, planning and leading those as assigned.

ESSENTIAL DUTIES:

1. Deliver a fun and intentional program to campers.

- Ensure lesson plans and schedules are prepared and implemented,
- Deliver progressive program activities.
- Evaluate the success of the program and the development of the camper's' abilities and skills.
- Coordinate all camp program and campfire activities.
- Plan intentional programming that incorporates our mission.

2. Ensure that camp staff and campers know and follow safety protocols and other procedures during camp programs.

- Update and ensure that the Skill Verification binder is up-to-date, including initial evaluations of staff skills, certifications, activity observations, and current procedures.
- Ensure campers and staff follow safety procedures.
- Assist in the management and care of the facilities and equipment.
- Oversee daily checks of program areas and equipment for safety, cleanliness, and good repair.
- Act as coverage in living units and program areas as needed.
- Ensure that ACA standards, state codes, and guidelines from Okizu are being followed.

3. Supervise and evaluate staff to develop and implement all facets of camp program activities

- Regularly monitor work of staff.
- Provide feedback and guidance to staff.
- Provide recommendations and concerns to Camp Director regarding staff performance.

4. Participate as a member of the camp PULSE team to plan, direct, and supervise all camp operations.

- Work with staff to develop program curriculum, awards programs, and leadership programs.
- Submit a Program Director report at the end of the season.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate as a member of the camp staff team to supervise evening programs, special events, overnights, and other all-camp activities and camp functions.

5. Other duties as assigned.

- Assisting staff on site
- Maintenance upon request

JOB REQUIREMENTS:

Required Experience:

- Previous experience in residential camping.
- Current certification in first aid and CPR.
- Prior experience in the development and delivery of recreational programs.
- Must submit health history record and examination completed by MD, RN, PA or NP form on first day of work.
- **Minimum age: 21 years**
- Minimum six weeks previous experience in a management or supervisory position at a program area. (Archery, Art, Ropes, Waterfront)
- Certification(s) and documented experience in at least 1 of the following program areas-
 - Archery
 - Waterfront (Lifeguard, Small Craft, etc)
 - Ropes Course
 - Art

Knowledge, Skills, and Abilities:

- Support the beliefs and principles of the Okizu organization.
- Knowledge and experience with Okizu camp program preferred.
- Training and experience in a variety of program activities offered at the camp.
- Ability to schedule and supervise staff.

- Desire and ability to work with children outdoors.
- Excellent oral and written communication skills.
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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.
- 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.
- Ability to lift 40-50 pounds.
- Ability to carry and load luggage, tables, chairs, and other waterfront equipment.
- Ability to walk/hike several miles daily, at various grades, elevations, and on uneven terrain.
- Possess endurance including prolonged standing, some bending, stooping, and stretching.
- Operate with daily exposure to the various weather conditions.
- Willing to live in camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, bats, raccoons, and other wilderness animals common to the area.
- Benefits: Meals and Lodging

Okizu is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.