



Job Description – Program Director

Qualifications:

1. Minimum 20 years of age.
2. Minimum two years work experience in organized camping.
3. At least one year supervisory experience in camp setting.
4. Have good communication skills and work well with children, adults and groups.
5. Interest, knowledge, and skill in a variety of camp program fields.
6. Familiarity with diabetes management preferred. (training provided)

Responsible To: Camp Director, Assistant Director, and Director of Programs

Duties and Responsibilities:

1. Supervises program areas and program staff.
2. Prepares program/activity schedule and assigns staff to program areas.
3. Works with program staff to create inventories of all program areas.
4. Works with Camp Director to purchase needed supplies.
5. Greets parents and campers on opening and closing day of each session.
6. Assigns and supervises program leaders to all programming activities.
7. Prepares work schedules including, “time off”, “evening off”, “day off”, and “SOD” for all staff.
8. Plans and participates with other staff members in all camp-wide activities such as: special events, evening activities, sleepouts, theme weekends.
9. Prepares all opening and closing day schedules.
10. Works with Camp Director to plan and implement all out-of-camp trips, including packing and unpacking vehicles, assigning campers and staff to vehicles, and plans schedule for campers not attending optional trips.
11. Performs the duties of S.O.D., including evening on-duty, bell ringing, announcements, supervision of flag raising and lowering, singing and announcements after meals and monitoring pavilion.
12. Creates lunchtime game activity schedule.
13. Attends daily senior staff meetings.
14. Facilitates and participates in staff training week.
15. Creates Staff Picture Board in Dining Hall.
16. Becomes familiar with and helps to maintain ACA and NJ Department of Health standards.



17. Works in cooperation with Executive Director and Health Center staff, Dietitian, Nurses, Culinary Director, Director of Programs, and Maintenance Director.
18. Works with Camp Director to establish a relationship with neighboring camps.
19. Visit program areas daily to evaluate the success of the program.
20. Ensures a minimum of 100 photos are uploaded to Bunk1 each day.
21. Work with all staff to identify unique skills and talents that can translate into program activities.
22. Ensures on the last day of each session that all program areas are tidied and free of litter.
23. Reports any health hazards to Camp Director, Session Charge Nurse, or Maintenance Director.
24. Serves as a resource for program staff and leads a program area as required.
25. Attends weekly staff meetings and contributes information, ideas, and evaluation.
26. Responsible for creating an inclusive environment for all campers and staff.
27. Maintains a presence around camp each day.
28. Takes initiative in recognizing needs of campers, counselors, and other Senior Staff and assisting appropriately.
29. All other duties as assigned.

Essential Functions

- Ability to supervise, coach, and evaluate staff.
- Ability to coordinate camp activities
- Ability to work with staff to ensure the smooth operation of Camp Neveda
- Ability to establish a good relationship with campers and parents
- Ability to collect inventories and order supplies
- Ability to create schedules
- Ability to provide leadership and be a good role model.
- Ability to understand the entire operation of the camp.
- Available to work all summer camp sessions.

JAD & VAB 11/2022

