

PROGRAM DIRECTOR

Job Title: **Program Director**

Incumbent:

Classification: ***Exempt (Seasonal)***

Reports to: **Camp Director**

Position Purpose:

To further the mission of Gorham Scout Ranch through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the scouts' 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 safe and fun program to campers.
 - ♦ Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate program delivery abilities of staff.
 - ♦ 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.
 - ♦ 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.
 - ♦ Ensure that program areas are kept free of hazards and debris.
4. Supervise and evaluate Program Specialists to develop and implement all facets of camp program activities
 - ♦ Regularly monitor work of program specialists.
 - ♦ Provide feedback and guidance to program specialists.
 - ♦ 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.

- ♦ Collect and evaluate records; report and evaluate camp program and activity areas.

Other Job Duties:

- ♦ Attend 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 evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Provide ongoing program ideas to counseling and activity area staff.
- ♦ Prepare an end of season report detailing program delivery metrics, performance evaluations for direct report staff, and the condition of equipment and facilities that need repair, replaced, or additional equipment needed.

Relationships:

The Program Director will register with the Boy Scouts of America and agree to promote the mission of the Boy Scouts of America and the Great Southwest Council.

The Program Director may have direct relationships with the merit badge counseling staff and may supervise Counselors who also have program activity responsibility. The Program Director acts as an Assistant Camp Director and is in charge when the Director is absent.

Equipment Used:

Proficient in computer skills and related word processing, data management, and Internet computer software. Knowledge of some program delivery and office equipment as well as a valid driver's license.

Qualifications: (Minimum Qualifications and Experience)

- ♦ Is at least 21 years of age
- ♦ Possesses a valid certificate of training from the Resident Camp Program Director of National Camping School.
- ♦ Has completed Camp Director Understanding and Preventing Youth-on-Youth Abuse training.
- ♦ Experience in administrative roles at a resident camp.
- ♦ Experience in the development and delivery of programs and activities for a similar population.
- ♦ Current certification in first aid and CPR.
- ♦ Familiarity with "Scouting" (Boy or Girl Scouts) desirable but not required.

Knowledge, Skills, and Abilities:

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