Program Director Job Description

Overview of the Position

Program Directors are responsible for facilitating all aspects of the camp program, which includes activities, events, themes, and electives. In addition, they lead all campus assemblies, including Breakout!®, while also assisting the Associate Director and Campus Director in the management of the campus operations. Program Directors are also responsible for helping to train, support and evaluate Activity Staff.

Pre-Season General Responsibilities

- Proficient in Camps 'R' Us Policies and Procedures
- Knowledge of the job requirements and responsibilities of all Campus Staff
- Open Houses
    - Share monthly availability with Campus Director
    - Assist at all open houses throughout the pre-season
    - Familiarize yourself with all camp programming and events
- Attend and participate in all pre-season leadership meetings
- Assist in recruiting new Staff and promoting retention among veteran Staff
- Assist with conducting Activity Staff interviews
- BIG Training and Orientation Program (BIGTOP)
    - Attend all required training and orientations programs
    - Facilitate training sessions as assigned
- Campus Orientation Program and Setup
    - Be present and assist with orienting Activity Staff
    - Assist with performing inventory and reporting issues to Campus Director
    - Assist with camp set up, decoration, and readiness for opening day

In Season General Responsibilities

- Arrive on campus by 8:15 AM (available by phone/text 7:15 AM to 6 PM)
- Supervise and check-in with Activity Staff setting up their rooms/spaces
- Morning meeting with Activity Staff at 8:30 AM
- Prepare and lead morning assembly and BREAKOUT!®
- MC major events on campus
- Act as Trip Leader for large trips (shared responsibility with Associate Director)
- Act as Aquatics Director at swimming activities
- Ensure all planned activities are taking place as intended
- Make sure all equipment and supplies are distributed where needed and are being used as intended
- Be aware of Camper, Family, and Staff expectations for upcoming planned activities
- Troubleshoot and resolve issues within activity spaces
- Prepare and facilitate Special Events and Theme Days
- Assist with vendors coming to campus, and ensure the campus is event-ready
- Supervise and check-in with Activity Staff cleaning up their rooms/spaces
- Manage, evaluate and follow up with Activity Staff

Immediate Supervisor

Campus Director

Program Director Eligibility

Program Directors should have at least 5 years of camp experience, and preference is given to ascending Camps 'R' Us Senior Staff. Additional professional experience will be considered when specific eligibility requirements within the camp experience are not met.

Technical Requirements of the Job

The Program Director must be proficient in the following software applications:

- CampMinder
- CampInTouch
- Campanion
- Google Cloud
- Workplace by Meta
- Workplace Chat

Health Certification Requirements

Program Directors are required to be certified in American Red Cross Responding to Emergencies First Aid, CPR/AED for Professional Rescuers, and Anaphylaxis response in addition to American Red Cross Pool Activity Leader.

Compensation

The salary for a first year Program Director is $6,536.00 for the 2023 camp season.

Program Directors qualify for overtime pay when covering the Senior Staff position during morning and afternoon extended hours, paid at the rate of 1.5 times the normal hourly rate per extended hours session.

Additional Benefits

Children of Program Directors may attend Camps 'R' Us free of charge.

All Camps 'R' Us approved professional development conferences, certifications, workshops and meetings will be paid for by Camps 'R' Us.

Additional per diem pay is available for Program Directors who assist with Open Houses, preseason camp events, and training programs. Specific per diem amounts and pay information will be discussed as needed with Camp Administration.