



Position: Program Director

Job Description overview: The Program Director is a top administrative position responsible for much of the overall supervision of the daily operations. This position demands commitment to the values of caring, honesty, respect, and responsibility. It requires confident leadership abilities, excellent organizational skills, a healthy dose of humor, endless supplies of energy and creativity, and the desire to be a positive influence on the lives of children.

The Program Director will be responsible for scheduling camper's daily activities, scheduling counselors during daily activities, ensuring activities are run safely, inspiring creativity and fun, pushing counselors to remain engaged with campers, and much more. They report to the Camp Director and will not live in cabins with campers but may share space with other key staff or support staff.

Additionally, the Program Director will:

- Coordinate the scheduling and execution of daily activities
- Support and supervise Village Leaders in planning and executing evening activities, special events and theme weekends
- Plan and execute rain plans
- Advise Camp Director on counselor morale and feedback
- Directly supervise Activity Specialists to ensure the highest quality program delivery
- Maintain, repair, reorder, and develop an accountability system for all program equipment and supplies
- Coordinate and supervise camper activity sign-ups
- Rotating with other leadership, run meals and ensure Dining Hall is cleaned up
- Rotating with other leadership, monitor camp after lights out, assisting with emergencies and enforcing curfew and other camp policies. Alternate nights are off-duty
- Assist C.D. with staff training and development prior to, and during camp
- Coordinate flag raising and lowering
- Responsible for cleanliness and organization of the Program Headquarters
- Supervise end of season program area clean up and inventories
- Meet with leadership team regularly, coordinating, sharing ideas, etc.
- Take one period off per day, and a 24 hour period off each week TBA
- Coordinate moving and set up of audio / visual equipment
- Evaluate Activity specialists and Village Leaders
- Anything else not specifically addressed that needs to be done to keep Camp Mason safe, fun, and on the leading edge of the camping industry

Requirements:

- Aged 21 years or more
- CPR and first aid certification, or willingness to get one before camp starts
- Be available for all 8 weeks of summer camp AND the initial week of staff training

Salary:

- Starting base pay of \$3200 for first year Program Director, a portion of which is help as a season completion incentive and given upon completion of seasonal duties
- Salary incentives available for CDL drivers license, lifeguard or WSI certification, WFR or EMT certification