



Program Director - Job Description

I. Reports to the Executive Director

Duties: The Program Director is responsible for the day to day operation and big picture oversight of all summer camp programs, Outdoor/Environmental Education programs and all other Camp Stevens programs hosted during the year, including staff training and supervision, program scheduling, and evaluation. The Program Director works in concert with the Executive Director, Administrative Director and other departmental directors in the overall administration of the on-site Camp operation and execution of Camp Stevens Mission and Board policy, including, but not limited to, the following:

A. Personnel

1. Assist in the hiring of the year round and summer camp staff including summer counselors, resident staff, and resident counselors.
2. Supervises all on-site seasonal summer staff including scheduling, training, mentoring, and evaluation.
3. Assist with employment procedures and information for intern staff, summer camp directors, summer staff and counselors.
4. Periodically attend meetings of the Camp Stevens Board as possible and appropriate.
5. Responsible for the coordination of the program supplies and equipment.
6. Assist in coordination of the facilities, staff, and staff days off and scheduling.

B. Administration

1. Responsible to train other staff to assume all responsibilities in the Program Director's absence.
2. Responsible for keeping pertinent records and file systems.
3. Responsible for reviewing and maintaining the overall Summer Camp program schedule.
4. Assist in the creation of brochures, flyers and newsletters.
5. Work in partnership with the Summer Registrar to ensure appropriate staff scheduling.
6. Assist in the development of the camp master plan, future visioning and the ongoing process of improving the operation, programs and facilities of the camp.
7. Develop a working knowledge of the camper health and accident insurance program, and all of the camp's emergency procedures.
8. Meet with other administrative staff as part of the Administrative team.

C. Food Service

1. Work in partnership the Food Service Director to insure smooth relationships among food service staff and other staff in the kitchen.
2. Responsible for the communication of schedule updates for applicable programs.
3. All camp staff scheduled for dishes when groups are onsite.

D. Program

1. Responsible for the planning, staffing and evaluation of all on-site summer programs
2. Responsible for all camp program equipment and supplies, ordering, care of, use of and staff training in the use of all equipment and supplies and specialized equipment.

3. Responsible for directing, organizing, and leading the on-site summer program and outdoor/environmental education programs, including family camps, leading meetings, large community gatherings, scheduling staff, being on call for any issues that may arise, communicating with the Support Coordinator to ensure daily tasks are accomplished.
4. Responsible for communicating with any parents or guardians regarding camper concerns, feedback, discipline, or behavioral contracts.

E. Facilities and Maintenance

1. Responsible for communicating camp needs and tasks in regards to general upkeep of all facilities and grounds including but not limited to the lawns, landscaping, pool, minor improvement projects, and vehicles to the appropriate maintenance staff.
2. Assist the Garden and Farm Director with scheduling additional staff as may be needed and appropriate,
3. Responsible for the inventory and damage report of all related supplies and equipment.

F. Other

1. Assist in nurturing the body, mind and soul of the staff as well as building a positive staff community.
2. Fill in for or assist other employees as necessary.

- II. Salary is subject to Diocesan policy and annual review.
- III. Housing, utilities, food and medical insurance is provided. Residence on site is required.
- IV. The normal work week is 5 days per week except during the summer camp program when it is 6 days per week.
- V. Vacation is accrued at 10 days/year, increasing after 3 years of service. Vacations shall be coordinated with the other directors so that someone is responsible for the camp at all times.
- VI. Sabbatical accrues at a rate of 2 weeks/year, and may be used after 5 years of service. No more than 12 weeks sabbatical may be taken at a time.
- VII. Additional personnel policies are to be followed as stated in the Camp Stevens Staff Handbook.
- VIII. Incumbent must have a clean driving record and qualify for insurance to drive Camp Stevens' vehicles. Must be 25+ years old and currently hold or be eligible and able to attain within the first year of service: Wilderness First Responder (WFR) Certification, 15-passenger Van CDL Driver License, Association for Challenge Course Technology (ACCT) Level 2 ropes course certification, Lifeguard certification. Other outdoor leadership experience and certifications are appreciated.
- VIX The Program Director needs to be physically fit and able to hike 5 miles at a time over rough terrain, carry loads of up to 50 pounds, and have at least average eyesight and hearing.