



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Job Title: Program Director

Reports to: Camp Director

Position Summary

The Program Director is in charge of the day to day operation of all program areas within camp. As such they are also in charge of Program Staff management. The majority of the Program Director's time is spent around camp observing program areas and running evening games and other all camp activities. There is also an amount of office work involved. This mostly involves the organization of the camp schedule.

Essential Functions

- Work closely with the Camp Director in all aspects of program area and program staff management.
 - Provide day to day direction for all Program Staff by planning, scheduling, and supervising daily program activities.
 - Assign program leadership for all activities and special events.
 - Provide ongoing critical evaluation of all program area activities and program staff.
 - Work closely with Program Area Directors (Waterfront, Corral, Target Sports, Nature, Boathouse, Fishing, Craft Shop, Mountain Bikes) to ensure quality programming throughout the summer and into the future.
 - Monitor program safety, cleanliness, engagement, and program curricula; providing feedback and coaching when necessary.
 - The Program Director should aim to spend at least one hour per week actively participating at each program area (i.e. drag a trail ride, lifeguard at beach, make a friend ship bracelet).
 - Write year end Program Director's Report that includes evaluations of each Program area staff. (Any staff working in a program role for four or more weeks)
 - Ensure that Program Area Directors make year-end reports of their program areas. These should include inventories.
 - Review Program staff formally every four weeks Informal reviews should be done half way between each formal review. Reviews should be typed and submitted to the Camp Director.
 - Collect, review and debrief any close calls and critical incident report forms.
- Create Camp schedule starting on Wednesday and post by Thursday pm.
 - Schedule any outside groups like Little Sands the week prior. Send schedules to the Camp Director and program staff.
 - Schedule in weekly dish help to cover for AC nights off. Tuesday, Wednesday and Thursday. Try to schedule the same people.
 - When leaving camp whether to drive, for a night off, or for something else, be sure to find someone to cover your duties for the day. Including lunch announcements and evening game.
 - Scheduling weekly cleanup crew for Staff Lounge and other duties.
 - Create a working Morning Schedule for Cabin Groups' morning activities.
 - Create weekly afternoon assignments for all Camp Staff to program areas.
- Attend Saturday and Sunday Staff Circle, Tuesday Management Meetings and other staff meetings or in-services as requested. Offer insight, advice, encouragement and observations.
- Be to flagpole on time and ensure program staff are arriving on time. If they are not, this should be discussed as soon as possible.



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- Check the weather daily before flag pole. If it is raining or rain is expected check in with each program area to ensure they have an alternate plan.
 - In the morning the alternate plan should be communicated to counselors.
 - If it is a wet week consider doing some alternate programming such as an all camp game in the morning.
- Assist and supervise Activities Director in facilitating an evening game nightly and biweekly theme days. It is important to ensure that program staff are participating.
- Announce happenings throughout the day
 - Afternoon activities to all campers
 - Dismissal Game
 - Evening Game
 - Changes to Schedule
 - Opening Rules and expectations
- Work with program areas director to manage inventories and ordering program supplies when needed.
 - Must work with Camp Director and have an awareness of budget.
 - Must keep detailed record of supplies ordered.
 - Must provide receipts for ALL purchases to Camp Director. Communicate all order needs to Camp Director. It is important that orders are submitted at least two weeks in advance.
- Ensure EZ Gos are parked and charging every night.
- Ensure program areas are completing awards based on their Progressions and record specialty camper awards weekly in CampMinder.
- Play an integral role in check in and check out day.
- Work with LDP Coordinator to assign drivers for trip pickup and drop offs.
 - Assist with long drives at least twice during the summer.
- Drive Tractor to the Outpost at least once a week for Overnights. Have lunch at the Outpost with the cabin group
- Dining Hall Monitor (Breakfast, Lunch or Dinner) assigned daily between MGMT staff.
 - Ensure that cabins are getting through the buffet line.
 - Ensure that Grace is done before the meal.
 - Monitor cabin dynamics and volume.
 - Award Clean Cabin and facilitate the Siesta song during lunch.
 - Ensure staff and camper birthdays are celebrated during mealtime.

Responsibilities of All Camp Olson Staff

- Follow all policies as outlined in the Staff Manual
- Aids in the development and education of Leadership Development Program participants
- Maintains positive working relationships with campers, parents, and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to all cultures
- Maintains the cleanliness of their living space (and communal living space) to which they are assigned
- Cares for and maintains any program equipment, supplies, and spaces they use (including program areas, staff lounge, costume closet, keys, etc.). Any observed risks or facilities in disrepair must be immediately reported to the Maintenance or Management Team.
- Assist with other job duties outside the normal scope of their job description or contract to ensure that programs run smoothly and safely, or is deemed necessary by the Camp Director.



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Work Environment

Camp Olson YMCA is located in the rural community of Longville, 3.5 hours north of the Twin Cities Metro area. Our property holds over 1,350 acres of pristine forests, lakes, fields, and trails. Our rustic cabins are ideal for small-group living.

This position works Sunday noon through Saturday noon and is provided with one night off from 6:00pm through midnight, and one afternoon block per week. Counselors are expected to live in a cabin with 8-10 campers and 1-2 co-counselors, leading and participating in cabin activities in the morning, working in various program areas in the afternoons, and participating in all-camp activities in the evening.

The physical and emotional demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capable of maintaining effective physical, mental, emotional and social interactions in our group-based, youth centered and community living program.
- Willingness to live in a camp setting, work irregular hours, with daily exposure to the natural environment.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.

Qualifications

- Understanding of the mission and goals of Camp Olson and an appreciation for living out of doors.
- Ability to relate to and work effectively with a diverse staff and camper population for the fulfillment of YMCA goals.
- An affinity for working with children in a camp setting and desire to be a role model.
- Must be at least 19 years old.
- Ability to manage peers. Supervisory experience preferred.
- Quality communication skills.
- Experience in leadership and working as a team.
- Certification in CPR, First Aid, Lifeguarding or ability to obtain.

Benefits

- Competitive salary with opportunities for bonuses based on experience and certifications.
- Room and board are included.
- Staff lounge with wireless internet and full kitchen available.
- Opportunities for professional training and certifications.
- Professional discounts through the ACA and ExpertVoice.