

Summer Program Director Position



Responsible to: President and CEO

Function: A high-energy position in place to direct and support camp program staff. Oversee and implement the planning, organizing and evaluation of all summer programs according to program goals and outcome objectives.

Specific Responsibilities

- A. Administrative
 - a. Operate programs in a cost-efficient manner within approved budget parameters.
 - b. Develop and provide initial and on-going training and in-services for staff and volunteers.
 - c. Recruit and hire staff for programs in accordance with personnel policies and goals as needed.
 - d. Work in cooperation with agencies and churches that share and support Tall Turf's mission.
- B. Orientation
 - a. Maintain a timely camp schedule and enthusiasm for all activities.
 - b. Coordinate and provide training for classes, cabin activities and evening activities.
 - c. Assist support staff in setting up their areas and meet with each individually during orientation.
 - d. Set an example by following and enforcing all camp policies and regulations.
- C. Assist administrative and program staff in interpreting and enforcing the camp policies.
 - a. Take a leadership role at staff function and at staff meetings.
 - b. Administrative responsibilities such as greeting visitors and handling certain disciplinary cases.
 - c. Evaluate program and staff in an on-going basis.
 - d. Implement a system to identify and acquire supply needs with support staff. Report needs to DoP.
 - e. Attend and provide leadership to each Leadership Team Meeting.
 - f. Maintain and revise "Camp Role Notebook" for the following summer.
- D. Plan, implement and evaluate camp programming.
 - a. Organize an activity orientation on the first day of each session to acquaint campers with afternoon activities.
 - b. Make necessary preparations for the evening activity each day.
 - c. One per session during cabin activities and classes, check high adventure activities and record on High Adventure Leader Evaluation Form.
 - d. Maintain communication with all staff members.
 - e. Develop and implement curriculum and instruction resources for classes.
 - f. Provide thorough, energizing and quality instructions for all games and classes.
 - g. Assist instructors in curriculum implementation when needed.
 - h. Ensure all programs comply with rules, standards and regulations.
 - i. Prepare required information and reports as well as any present or potential funding sources.



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- E. Provide leadership for overall camp schedule.
 - a. Print and deliver schedules to each staff member a for the next session on last day of each session.
 - b. Inform all members of the staff of any changes in the normal schedule.
 - c. Schedule campers and counselors for afternoon activities.
 - d. Ring the bell at appropriate times each day.
 - e. Arrange for program coverage when counselors are absent.

Other Camp Responsibilities

- A. Attend prayer times (before chapel and the beginning of cabin clean up and rest period).
- B. Write a letter daily to a camper in your assigned support cabin.
- C. Take part in the Passion Play.
- D. Assist with taking down chairs and tables before and after chapel.
- E. Assist with rest period work projects.
- F. As assigned, participate in lunchtime devotions.
- G. As assigned, take swim duty.
- H. As assigned, participate in chapel. Find a replacement if absent.
- I. As assigned, work in the snack shack during evenings.
- J. As assigned, provide curfew and Bulldog checks.
- K. Accept and perform any additional responsibilities as deemed necessary.

Essential Functions

1. Ability to communicate and train staff and campers in safety regulations and emergency procedures.
2. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
3. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
4. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
5. Cognitive and communication abilities to plan and conduct the activity to achieve camper development objectives.
6. Physical ability to respond appropriately to situations requiring rescuing a child.
7. Cognitive and communication abilities to supervise and lead peers and campers including emergencies.
8. Ability to drive 15 passenger vans.
9. Ability to follow state health, fire, and ACA regulations.
10. Ability to train staff.
11. Ability to observe camper and staff behavior.
12. Physical strength to carry children.

Required Qualifications:

- Minimum 21 years of age



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- Minimum 3 years demonstrated experience in outdoor programming, adventure education, or related field
- Master's or Bachelor's degree and combined commensurate experience
- Current CPR and First Aid certification. (Or, completion within 30 days of employment)
- Demonstrated experience in successfully leading various outdoor recreation activities
- Excellent written and oral communication skills, interpersonal skills, and organizational skills
- Valid driver's license and insurability

Preferred Qualifications:

- Previous experience in higher-education outdoor recreation and education programming
- Entrepreneurial spirit
- Bi-lingual
- Wilderness First Aid and CPR instructor certification
- Valid Michigan Chauffeurs License
- Knowledgeable of all camp policies, procedures and programs, and curriculum development