



POSITION: Program Manager

QUALIFICATION:

- Minimum of 21 years of age
- High school graduate, some college preferred, or equivalent experience
- 3 years experience significant to organizing program activities and supervising others in a camp setting.
- Familiarity and compatibility with Quaker values

RESPONSIBLE TO: Camp Director and to your fellow staff members and the campers

GENERAL RESPONSIBILITIES:

- With director, plan and implement summer programs, coordinating schedules and activities with other program staff, CITs and kitchen
- Uphold and attend to safety and holistic wellbeing of campers and staff
- Be an excellent role model with all campers and staff members

SPECIFIC RESPONSIBILITIES

- Balance leadership and collaboration with all other staff members to plan, implement, and evaluate program, with attention to camp mission
- During hiring process, arrange with Director start date and availability for pre-and-post season program duties, potentially including program design, supply organization and ordering, and administrative duties for campers/staff
- Supervise and mentor staff as they help each camper adjust and grow in relation to other campers and camp life; fill in for overnight duty as needed
- Interpret and uphold philosophy, rules and regulations of the camp, with special attention to safety and health regulations for the campers
- Ensure direct or delegated responsibility for program supplies before, during, and at end of camp season; help staff make proper and effective use of supplies
- Become familiar with camp environment, host community, and possible outside resources, trips, and partnerships in the surrounding areas
- Act as host at meal times and support CITs/staff in leading camper chore crews
- Attend, lead, and participate in meeting for worship regularly
- Lead or attend staff meetings regularly and relay information to other staff as needed
- Participate in the spiritual, emotional, and physical growth of the whole camp community
- Assist Director to prepare written evaluation at the end of the summer
- Other duties as assigned

