

Camp Sweet Life Adventures, Inc.

Job Title: Program Director

Position Overview

To ensure the health and safety of campers; to ensure that an enjoyable experience is provided for campers

Essential Job Functions

- Participate in monthly pre-camp Planning Team meetings
- Ensure that high leadership standards for program activities, camper health and safety are maintained
- Assist in the development of emergency procedures – ensure that all procedures are taught, observed and practiced by all persons under your supervision at camp
- Supervise and provide constructive feedback to camp director during camp operations
- Supervise the camp program schedule, including both day and evening activities.
- Work with Camp Medical Director to ensure all health guidelines are followed during camp activities.
- Coordinate staff time off schedules
- Conduct supervisory and performance evaluations with assigned staff
- Work with Camp Director to develop, conduct, and participate in staff training
- Report all incidents and accidents immediately to the Camp Director and Medical Director as needed, and cooperate in the completion of required follow-up
- Other duties as assigned.

Requirements

- Demonstrated ability to work with children.
- Previous experience as a Camp Counselor or served in a leadership position (preferably at this or another diabetes camp).
- Demonstrated ability to work effectively as a member of a team.
- Demonstrated ability to supervise staff and campers.
- Demonstrated ability to actively assist in the planning and organization of camp programs and schedule.
- Willingness to reside on camp for entire camp period.

Physical Demands

- Good Physical and mental health, neat, clean, and well groomed.
- No documented acute or chronic health conditions that may be affected by camp setting.
- Ability to live in a camp environment with rough terrain, exposure upon occasion to the outdoor elements, and to live in close proximity to colleagues day and night.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.