



## Seasonal Program Director Job Description

Reports to: *Camp Director and Director of Operations*

### Position Purpose

To further the mission of the camp through the planning and delivery of program activities and events. Coordinates camp program schedule with the counselors. Organizes special programs at camp. Keeps track of program equipment and program supplies. Schedules staff work schedule. Supervises staff during activities. Helps counselors plan activities. Reminds counselors of their activities. Assists in the management of the overall camp operation at the direction of the Camp Director. Exemplify Christ-like, servant-based leadership.

### Essential Job Functions

1. Practice Christian Science
  - ◆ Let your light shine! Campers and staff treasure your unique example as a practicing Christian Scientist.
  - ◆ Pray daily for yourself, your program, and the camp.
  - ◆ Follow the Golden Rule.
  - ◆ You are a role model for campers and staff: be a good example at all times.
  - ◆ Keep the mental environment unpolluted! Conversation should be uplifting, supportive, tasteful.
2. Oversee your assigned camp program
  - ◆ Lead daily Senior Staff meeting
  - ◆ Coordinate and communicate daily schedule to all counselors
3. Deliver a fun program to campers.
  - ◆ Ensure session schedules are prepared and implemented before the session starts
  - ◆ Prepare schedules that meet camp outcomes and are appropriate for the abilities of the campers.
  - ◆ Evaluate program delivery abilities of staff.
  - ◆ Deliver progressive program activities.
  - ◆ Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - ◆ Coordinate all program activities with other staff.
4. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
  - ◆ Assist in the implementation of staff training.
  - ◆ Provide guidelines for programs utilizing camp equipment.
  - ◆ Ensure campers and staff follow safety procedures in all program areas.
5. Supervise and evaluate counselors and program specialists to develop and implement all facets of camp program activities
  - ◆ Regularly monitor work of counselors and program specialists (i.e. specialty program coaches and crafts parent volunteers).
  - ◆ Provide feedback and guidance and program specialists.
  - ◆ Provide recommendations and concerns to camp director regarding program specialists' performances.



# Cedars Camps

6. Be a presence in and around the camp facility
  - ◆ Conduct a daily audit of camper/cabin/program needs
  - ◆ Be present at activities and cabins at multiple points each day to provide support, enforce standards, and witness good in action
7. Develop and implement schedules and records for all areas of camp program and facilities.
  - ◆ Create camper and group program and activity schedules.
  - ◆ Develop and supervise staff schedule for programs and activities.
  - ◆ Collect and evaluate records; report and evaluate camp program and activity areas.
8. Ensure staff orientation on the following:
  - ◆ Metaphysical theme for the summer.
  - ◆ Staff's role as professional care providers to campers and metaphysicians for their cabins.
  - ◆ All major points of the Staff Handbook.

## Other Job Duties

- ◆ Manage staff and support Staff Development Director activities.
- ◆ Engage ADs and Senior Staff with meaningful responsibility and growth opportunities.
- ◆ Complete end-of-session feedback to each Senior Counselor and Assistant Director, and submit an end-of-summer written evaluation of each SRC and AD prior to receiving one's final paycheck.
- ◆ Facilitate pre-camp training and session transitions.
- ◆ Serve as liaison across camp.
- ◆ Attend Directors meetings 2-3 times each week.
- ◆ Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- ◆ Participate as a member of the Leadership Team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Provide ongoing program ideas to counseling and activity area staff.
- ◆ Deliver Quality Awards for staff and adult specialists within program.

## Relationships

Program Directors supervise the counseling staff. PDs work closely with executive team, kitchen staff, program specialists, office, and maintenance staff. The expectation is that these professional relationships will be harmonious, and that communication will be respectful and appropriate. Program Directors may in some cases act as a Camp Director and be placed in charge of the overall camp when the Director is absent.



**Cedars  
Camps**

## Qualifications

- ◆ Must be 20 years of age and a high school graduate.
- ◆ Member of The Mother Church
- ◆ Has passed the CIT course
- ◆ Has served as a Senior Counselor
- ◆ Ability to interact with all age levels

## Knowledge, Skills, and Abilities

- ◆ Love of Christian Science
- ◆ Training and experience in teaching program to adults and children.
- ◆ Desire and ability to work with children and staff outdoors.

## Physical Aspects of the Job

- ◆ Ability to communicate and work with groups of all ages, and provide necessary instruction to campers and staff.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Ability to respond appropriately to situations requiring calm, spiritual thought. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.