

**Camp Ocean Pines
Position Description**

Job Title: Program Director			
Classification:	Non-Exempt	Employment Type:	Seasonal
Department:	Summer Camp	Supervisor:	Nicole Lauhon

Position Purpose

A Camp Ocean Pines Program Director oversees all aspects of camp programming including direct supervision of program staff, program creation and schedule management during all sessions of summer camp.

Essential Functions

Must be able to perform the following functions unaided or with the assistance of a reasonable accommodation:
 Create weekly activity schedules and staff schedules; providing opportunities for progression, growth and variety.
 Supervise all program staff, providing bi-weekly formal feedback and helping staff grow.
 Oversee all activities, ensuring they are safe, mission-driven and camper centric.
 Oversee all evening programs, help lead as necessary.
 Meet daily with Summer Camp leadership team to communicate all camp needs.
 Verify all counselor skill verifications per activities with help from program team
 Assist in Check In and Out Days as needed.
 Alongside Summer Camp leadership team, lead pre-camp staff training.
 Assist Summer Camp Director in programming for Family Camp sessions
 Keep inventory of program supplies, working alongside Summer Camp Director for shopping needs.
 Provide a safe, welcoming space where all campers feel accepted.
 Serve as a mentor to camp youth, providing advice and coaching techniques when appropriate.
 Facilitate conflict resolution between campers.
 Help assist in evening camp activities where needed.
 Be a positive role model to youth and camp staff in attitude and behavior.
 Communicate efficiently with leadership on how to assist yourself and campers.
 Maintain proper self-care for self; mental and physical.
 Participate in camp evaluations of self, maintaining a growth mindset.
 Commitment to diversity, inclusion and cultural awareness
 Other duties as assigned by Camp Ocean Pines

Other Duties and Responsibilities

Consistently provide friendly courteous assistance, including building and maintaining healthy professional relationships with campers, parents, staff and guests.
 Support and contribute to a safe, clean environment for all guests and staff.
 Be tech-free while working with campers, only to be used on off-times.
 This job description is subject to change at any time.

Knowledge, Skills and Abilities

Required:
 Must be at least 21 years of age
 Experience in youth development, leading youth programs and/or supervising youth in a day or resident camp setting
 Experience leading and planning youth programs for small and large groups
 Experience supervising peers and coworkers
 Excellent oral and written communication skills
 Maintain a positive attitude in complex situations after working long hours
 Adjust quickly to changes with open mind and flexibility
 Recognize and respond to emergency situations
 Proof of completed COVID-19 vaccinations, including booster upon eligibility

Preferred:
 Experience with Google Suite (Mail, Photos, Drive).

**Camp Ocean Pines
Position Description**

Job Title: Program Director			
Classification:	Non-Exempt	Employment Type:	Seasonal
Department:	Summer Camp	Supervisor:	Nicole Lauhon
Lifeguard certification Experience working with Campsite software Experience in trauma-informed, culturally relevant, and culturally responsive teaching Spanish & ASL language skills			

<p><u>Certificates and/or licenses:</u> Current California Food Handlers certificate prior to start date (required) Successfully complete a background check and LiveScan fingerprint (required) Current First Aid/CPR/AED certification prior to start date (required) Valid United States driver's license (required) Lifeguard certification (preferred)</p>
--

<p>Performance Evaluation Job performance will be evaluated throughout the season, both formally and informally, by the Summer Camp Director.</p>

<p>Compensation The Program Director salary range is \$610 - \$650. Housing is provided in staff housing shared with other program staff. Staff room available for off-times to use cell-phone and store personal equipment. Meals are provided when camp is in session. When campers are not onsite, staff will have access to leftover food and use of the kitchen facilities.</p>
--

<p>Employee Acknowledgement I have reviewed this job description and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my employer without it being specifically included in this job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my employer. I have discussed any questions I may have about this job description prior to signing this form.</p>						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Date</th> <th style="width: 40%;">Print Name</th> <th style="width: 35%;">Employee Signature</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Print Name	Employee Signature			
Date	Print Name	Employee Signature				