

# Program Director Job Description

## Title

Program Director (OCCC or LAC)

## Reports To

Executive Director

## Required Commitment

Intermittent (less than 1 hour per week) from October until March

Part time (2-4 hours a week) Late March until May

Part time (5-10 hours per week) May until Mid June

Full time (30+ hours per week) Mid June until Early August

Part time (Max 2 hours per week) September

## Description

The job of the director for each program is to plan camp activities prior to summer, supervise counselors, interns, and campers and oversee daily camp activities. Program directors play the primary role in planning age appropriate activities, and helping counselors and junior staff implement them in a safe and fun way. Activities planned by program directors also should reflect the camps core values. OCCC strives to create a welcoming environment for younger campers, which celebrates everyone's unique talents and leaves all campers feeling that they are important and valued members of their communities. In addition to these goals LAC also aims to build leadership skills among the older age demographic.

## Purpose

To plan camp activities and schedule prior to the beginning of camp, and to communicate information to and train counselors and other junior staff. To oversee daily camp activities while prioritizing safety and camp values. To prepare a post camp report for the executive director that clearly outlines successes, challenges, and suggestions for future improvements.

## Responsibilities

- Spend a significant amount of time prior to the camp season working closely with the executive director to plan the schedule, lineup of activities (both in camp and field trips), and other camp logistics.

- Plan and carry out counselor training sessions prior to the beginning of camp, in which counselors learn OCCC expectations, and are mentored to become effective counselors.
- Interact with children of all ages from all groups during camp. Attend morning meetings, and get to know individual campers.
- Plan and lead group activities.
- Serve as a resource for counselors dealing with challenging camper behavior. Convey camp expectations to these campers in a compassionate way, which also demonstrates authority.
- Facilitate staff meetings. Address any issues or concerns that may arise, and lead daily check-ins and debriefs about camp.

### Qualifications and Skills

- Multiple years experience as a camp counselor, team leader, or teacher that demonstrates your management and leadership skills. Must have references.
- Excellent communication skills. Must act as a mentor, and accurately convey important information to staff members.
- Creativity, and the ability to plan for and carry out interesting and engaging activities for campers of different ages and abilities.
- Ability to mentor challenging campers in a compassionate manner, while also serving as an authority figure.
- Organizational skills required to plan staff meetings, and organize important information such as staff timesheets.
- Ability to think quickly, calmly and to respond to unexpected or challenging situations in order to ensure the safety and happiness of all campers.