

Program Manager

Classification: Exempt
Salary Range: DOE
Department: Camp
Reports to: Camp Director
Supervises: Seasonal Staff
Date: 2018

Summary/Objective:

The Program Manager is primarily responsible for overseeing the development and facilitation of Camp Korey activities within our onsite programs and supervises the staff who facilitate program areas. This position has primary responsibility for ensuring that we provide or create safe, universally accessible, intentional and fun activities for all camp participants, and meet or exceed SeriousFun Children's Network and American Camp Association criteria for safety and accreditation. This role utilizes significant judgment and plays a critical role in the success of Camp Korey's services to kids and families. The Program Manager resides at camp during camp sessions and overnight camper activities

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Review returning staff applications, recruit and interview new applicants and recommend a full team of Program Activity Counselors and Cabin Leaders for each session or activity; recommends volunteer needs for each
2. Utilize Activity Coordinator and Unit Leader to assist with elements of program design, preparation, supervision, and delivery of services
3. Send job descriptions, program summaries, etc., and work with HR to make sure contracts, new hire paperwork, etc., are accurate and complete for each Seasonal staff member
4. Oversee and evaluate all program staff; provides support to volunteers
5. Assist in planning and providing staff and volunteer orientation
6. Monitor required certifications in program areas such as: water safety, boating and fishing, equestrian and adventure; research and facilitate necessary training
7. Responsible for knowing, suggesting updates, and adhering to the policies and procedures within the Camp Manual
8. Oversee planning and coordinate schedule for sessions, family days, community days, camper reunions, and weekend camps, including new and innovative programs and activities
9. Member of the Safety Committee and responsible for overall safety in program areas; works closely with Facilities Manager to ensure maintenance and repairs, proper operating procedures and facility use
10. Obtains and keeps current certifications as lead trainer for current programming options
11. Prepares all program areas by checking inventory, ordering supplies, and communicating consistently with both year-round and seasonal staff; works with

Development Team to procure donations for program areas and supplies; works within established budget

12. Administers, collects, and assesses feedback from campers, staff, and parents; participates in staff and volunteer evaluations; recommends changes as needed

13. Collects end-of-season documents for all program areas: summary of programs, wish lists, final inventories

Key Competencies:

Should have the following qualities, knowledge of and/or experience in:

- Highly creative and flexible
- Dedicated to safety and accessibility
- Committed to results: 'can-do' mindset with emphasis on accountability
- Ability to interpret, implement and maintain ACA and SeriousFun criteria
- Strong motivational and staff leadership abilities
- Excellent communication and presentation skills
- Able to organize and prioritize projects
- High level of integrity and impeccable work ethic
- Computer proficient with experience in Office programs

Work Environment:

Work is performed both in office environments routinely utilizing standard office equipment, computers and phones, and outdoors, using various recreational equipment. Working outside is necessary, in various weather conditions

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk long distances in uneven terrain, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; climb, balance, stoop, and bend; lift, carry, move, push and pull up to 25 lbs. Specific vision abilities require by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected hours of work:

This is a full-time position. Standard office days and hours of work are Monday through Friday, 8:00 to 4:30 p.m. however, the position requires the ability to work long hours during programs, outside of normal business hours, and on short notice as the need arises.

Travel:

Local travel will be required, primarily during the day. Some out-of-area or overnight travel may be expected.

Required Education, Training and Experience:

- Bachelor’s Degree in pertinent field required
Three or more years camp experience or with a similar successful organization, or equivalent combination of training and experience

Preferred Education, Training and Experience:

- SeriousFun Children’s Network experience
- Non-profit leadership experience
- Experience in a start-up organization

Additional Eligibility Requirements:

- Valid driver’s license
- Background check
- Current Vaccinations
- CPR/First Aid Certification
- Certification in outdoor recreation (lifeguard, ropes course instructor, etc.), or ability to obtain within first twelve months

EEO Statement

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions be based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, reporting relationships, and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Camp Director _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____