

Job Descriptions

PROGRAM DIRECTOR

Immediate Supervisor: Camp Director & Associate Camp Director



1. Coordinate and conduct all camper pre-meal activities.
2. Coordinate daily program activities and evening programs.
 - * Make sure set up is done according to program staff needs.
 - * Make sure all needed materials are secured.
 - * Work with program staff to enable them to run classes or programs as easily as possible.
3. Assist in Orientation Training
4. Complete Orientation for all late-arriving staff members.
5. Complete Staff year Book, Staff Roster and Photo CD.
6. Assign staff to electives.
7. Plan and coordinate decorating of camp to theme.
8. Assist Camp Director in Staff Meetings.
9. Assist with Program Staff Meetings.
10. Plan and coordinate opening night program for each camp as well as other programs as assigned.
11. Meet regularly with Head Counselors to discuss needs and concerns.
12. Read and sign incident reports after Head Counselors have reviewed them, and share findings with Assistant Camp Director. Bring to the attention of the Camp Director any serious reports. Assure that the incident report books are properly filed for future reference.
13. Make sure any serious incidents of the staff and campers are brought to the immediate attention of the Camp Director.
14. Assist in Planning the End of Season Staff Party.
15. Assist Head Counselors as needed with staff or camper situations.
16. Keep personal living quarters neat, clean and ready for inspection.
17. Be available to participate and assist with camp programs and activities as directed by the Camp Director.

