

Program Director at Happy Hollow Camp

Position Summary: Assist the Camp Director in the administration of all camp functions and coordinate all camp programming, ensuring that it is innovative and successful.

Classification: Salaried, seasonal assignment
Reports to whom: Camp Director at Happy Hollow Camp

Responsibilities and duties:

- Assist in the recruitment, selection, and assignment of camp staff
- Assist in the training and oversight of the camp staff
- Assist with the coaching and counseling of camp staff
- Assist with maintaining camp rules and discipline, of both counselors and campers
- Organize, implement and supervise all program activities
- Help with the marketing of the camp with the parents and public including creative, exciting, and current website, social media, handbook, and enrollment forms
- Help to notify parents in case of injury or emergency
- Help to handle emergency situations
- Assist with the oversight of the Trading Post operations
- Assist with Camp Accreditation preparation and inspection
- Any other duties, as assigned or required

Specific Tasks:

- Circulate to check all activity periods, noting numbers (attendance), counselor engagement (reading of rules and expectations), counselor and camper interactions, and response of campers at the beginning and end of the activity.
- Check all swim periods, noting correct counselor pool attire, counselors standing, observing, and assisting with the activity.
- Check activities to ensure that staff are engaged with kids and spread out evenly for visual and hearing assistance.
- Circulate and check all rest periods and note positive counselor interactions with campers (engaging in past time games, discussion of rules, modeling acceptable behavior for rest periods, and controlling negative behaviors).
- Ensure that counselors are seeking assistance when needed.
- Circulate to check all lunch transitions for singing, counselor participation, enthusiasm, and positive interaction with campers. Ensure that counselors are limiting their social interactions with other counselors and are engaging with campers.
- Check numbers every week. Determine which activities have low participation and work with the counselor on strategies to improve the activity. Make suggestions at the weekly meeting.
- Complete a daily inspection of the buildings, grounds, equipment, and activity supplies and report any problems to the Camp Director
- Check the weather every day to determine if a scheduled activity will be affected by the weather. Ensure that activities are planned relative to theme week. Assist or modify activities, as needed, making sure that sound judgment and weather alternatives are in place.

- Encourage pride in clean up and put away at the end of each activity period and the end of every day
- Supervise staff participation, enthusiasm, and alertness during bus times while waiting on call, during bus entry and exit, and during the bus ride to and from camp. Check for counselor tardiness and attendance, ensuring that counselors' model as well as encourage songs for the bus times.

Education and Experience:

- At least one year of college OR three years as a Camp Counselor at an organized camp or two years in an administrative or supervisory position at an organized camp
- High school diploma or GED
- Preference is given to a candidate with some college credits
- Must be at least 18 years of age

Key Competencies:

- Must have or be able to obtain required certifications including First Aid, CPR, AED, and other professional development courses, as required
- Excellent verbal and written communications skills
- Action-oriented, adaptable, innovative, and creative with attention to detail and accuracy
- Must love working with children and be excited to interact with them, form relationships, listen to their problems, and identify their needs
- Positive attitude towards Staff, children, and the camp, with the ability to recognize problems and formulate positive solutions
- Encourage pride in clean up and put away in the Lodge, Activities, and throughout the Campground at the end of each activity period and the end of the day
- Manage time and materials efficiently and effectively with maximum use and minimum waste
- Able to build a team with camp counselors
- Must lead by modeling the positive behavior expected of counselors
- Must have basic computer and office skills
- May be required to use and post on social media, including Facebook, Twitter, website, and mass emails
- Must present a clean and well-groomed appearance
- Must possess a valid Ohio driver's license and meet current insurability requirements
- Must pass a background check, sex offender check, and drug test

Physical Requirements:

- Frequently stand up for 85% of the day
- Frequently lift five to ten pounds, multiple times a day
- Frequently walk up and down steps, up and down hills, and walk outside on rough terrain
- Frequently required to walk, stand, sit, talk and hear, bend, reach, and lift
- Frequently required to bend, stoop, lay down, and assume other low-level positions
- Frequently required to use hands to touch, handle, feel or operate objects, tools, or controls and to reach with hands or arms

- This position requires a sustained high level of energy for long periods of time
- Occasionally lift ten to 40 pounds, several time a day
- Occasionally required to climb, balance, stoop, kneel, crouch or crawl
- Acceptable hearing and visual capabilities in order to work safely

Work Environment:

- The employee works in an environment with children, which may include facing illness, dirt, noise, disciplinary issues, communicable disease, family problems and other issues
- Frequently the employee is required to go outdoors in any weather or may have to work in areas that are warmer or cooler than indoors
- Frequently the employee is exposed to wet, dry, and humid conditions
- Occasionally the employee may work on or near moving mechanical parts, mechanical systems, and around power tools
- Occasionally the employee may be exposed to smoke, fumes, toxic, or caustic chemicals
- Occasionally the environment may be loud and noisy

Revised 02/21/22

I have read the position description for Program Director at Happy Hollow and I understand the requirements. My signature indicates my understanding and agreement to the job duties set forth above.

Signature of Staff

Date

Signature of Supervisor

Date