



Position: Director of Explorers Program

Minimum Qualifications

- Demonstrated leadership experience in a summer camp or education environment including staff supervision
- Current first aid and CPR
- Knowledge and experience with children ages 5 - 14
- Proven effectiveness collaborating with peers and working with groups of children
- Ability to meet the public and effectively handle parent/guardian concerns with poise and self-control
- Ability to mediate conflict effectively
- Good character, patience, adaptability, and sense of humor
- College graduate preferred

Reports to: Director of Branches

General Responsibility

To direct and lead the Explorers program including all campers, instructors, and staff; to provide physical and emotional safety, enjoyment, and well-being for all campers and staff within the Explorers community; to consistently lead by example in all facets of the job.

Specific Responsibilities

- Manage daily program management and supervision tasks
- Act as a liaison with third-party vendors providing instructors and/or curricula to the Explorers program
- Attend pre-season and in-season administrative team meetings
- Work within set budget and maintain responsibility for program cash and expenses
- Helping at drop-off and pick-up of campers, checking in with staff and families
- Observing and evaluating staff and program courses
- Monitoring program safety
- Organizing and executing the rosters, schedules, teaching assignments, and provisioning (materials) of all courses
- Effectively communicate with the main office and Director regarding attendance, daily logistics, etc.
- Responding to the needs of campers, parents/guardians, or staff as they arise throughout the day and /or conducting appropriate follow-up assigned by or agreed upon with the Director
- Effectively identifying issues or concerns to be referred to the Director in a timely manner
- Maintain regular and open communication with the Director; engaging in on-going discussion of and reflection upon program goals and staff or camper concerns
- Plan and run staff training sessions (in collaboration with the Director) both for preseason training and for any continued professional development activities throughout the summer for the staff of the Explorers program.
- Collaborate with the Director on all safety and emergency contingency plans

- Completing any other reasonable tasks assigned by the Director in supporting the daily operations of the program and or providing service to campers, parents/guardians, or staff

Essential Functions

- Ability to communicate and work with other staff and provide necessary instruction to staff and campers
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities
- Possess strength and endurance required to maintain constant supervision of staff and campers