

MILL CREEK CAMP  
BOX 132  
PINCHER CREEK, AB  
T0K 1W0



Job Title: **Program Director**  
Incumbent:  
Classification: **Seasonal**  
Reports to: **Executive Director**

Position Purpose:

To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director.

Essential Job Functions:

1. Deliver a fun program to campers.
  - ♦ Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
  - ♦ Evaluate program delivery abilities of staff.
  - ♦ Deliver progressive program activities.
  - ♦ Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - ♦ Coordinate all camp program and campfire activities with other staff.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
  - ♦ Assist in the implementation of staff training.
  - ♦ Provide guidelines for programs utilizing camp equipment.
  - ♦ Ensure campers and staff follow safety procedures in all program areas.
3. Assist in the management and care of the physical facilities and equipment in all program areas.
  - ♦ Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
  - ♦ Ensure that program areas are kept free of hazards and debris.
4. Supervise and evaluate the Program Coordinator and Program Assistants to develop and implement all facets of camp program activities
  - ♦ Regularly monitor work of the program coordinator and program assistants.
  - ♦ Provide feedback and guidance to the program coordinator and program assistants.
  - ♦ Provide recommendations and concerns to executive director regarding the program coordinator's and program assistants' performances.
5. Develop and implement schedules and records for all areas of camp program and facilities.

- ♦ Create camper and group program and activity schedules.
- ♦ Develop and supervise staff schedule for programs and activities.
- ♦ Collect and evaluate records; report and evaluate camp program and activity areas.

#### Other Job Duties:

- ♦ Attend administrative staff meetings.
- ♦ Maintain clear and positive written and verbal communication with all camp staff.
- ♦ Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Provide ongoing program ideas to cabin leading and activity area staff.

#### Relationships:

*Program Directors often have direct relationships with the cabin leading staff and may actually supervise Cabin Leaders who also have program activity responsibility. Program Directors may in some cases act as an Assistant Camp Director and be placed in charge when the Executive and/or Associate Director is absent.*

#### Equipment Used:

*Paintball : Markers and CO2 tanks and all maintenance related tools*

*Archery : Recurve bows*

*Slackline*

*Arts & Crafts materials*

*Trampoline*

*Inner tubes for swimming*

*Sports equipment: air compressor for basketballs, volleyballs, etc.*

*Computer: word processing software, internet*

#### Qualifications: (Minimum Qualifications and Experience)

- ♦ Experience in administrative roles at similar camp
- ♦ Experience in the development and delivery of programs and activities for similar population.
- ♦ Current instructional certification in program or related experience.
- ♦ Current certification in first aid and CPR.

#### Knowledge, Skills, and Abilities:

- ♦ Training and experience in teaching program to adults and children.
- ♦ Desire and ability to work with children outdoors.

#### Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (all ages and skill levels) and provide necessary instruction to campers and staff.

- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

*Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.*