



PROGRAM DIRECTOR

Start Date: Before May 15, 2024
Salary Range: \$6,500-7,500/season

For more information or to apply, email: Director@CampWhitman.org

Application closing date: February 1, 2023

2024 Work Schedule

June 17 - August 10 (8 weeks): Full-Time, Onsite

Spring: Approx. 40 hours of preparation time

Skills, Experience, Knowledge and Abilities Needed:

- Lifeguard, WSI, Archery and Ropes Training Certifications Preferred
- Deep personal faith and an interest and willingness to participate in the faith formation aspects of camp.
- Interpersonal skills with demonstrated ability to relate to, teach and lead a variety of age groups including working with college-age counselors, and adult participants/volunteers.
- Strong communication, organizational, delegation and time management skills.
- Strong technological skills, i.e., Google Suite, Zoom, social media, databases etc.
- Physical, spiritual and emotional stamina to maintain energy and patience during overnight and extended work periods for retreats and camp sessions.
- Experience and ability to live and work in an outdoor, rustic setting.

Desired Characteristics:

- Positivity, creativity, enthusiasm, energy, patience, flexibility, independence, and an ability to take initiative.

Summer Job Responsibilities & Tasks:

- Along with the Director of Camper & Counselor Care, design and implement a comprehensive staff-training program, both before and during the summer camp season.
- Develop daily and weekly activity schedules, making necessary adjustments each day.
- Coordinate any special events and trips.
- Monitor program areas for safety, organization, resource needs and quality of instruction.
- Directly supervise all chaplains and program staff, providing on-going training, coaching

- and mentoring to staff as needed.
- Provide formal performance evaluations of all program staff with input from the other leadership team members.
 - Be present at all meal times and all camp programs, except during time-off.
 - Be “on-duty” as requested.
 - As part of the Leadership Team, maintain visibility, accessibility, and responsiveness. Perform other tasks that may be assigned by the Executive Director.

Off Season Job Responsibilities & Tasks:

- Actively recruit well qualified applicants for all program staff and chaplains.
- Conduct reference checks and background checks for all candidates.
- Develop a Counselor in Training program along with the Director for Camper & Counselor Care and coordinate leadership for program implementation.
- Research and develop new programs and partnership opportunities in the community and with other camps, churches and service agencies.
- Build upon weekly camp themes to develop evening programs, special events and weekly schedules that support each week’s theme.
- Purchase supplies and equipment for program areas within the provided budget.
- Meet periodically throughout the off-season with other team members to provide input, evaluation, and prepare the program for the upcoming year.
- Communicate regularly with the Executive Director regarding needs for the camp season including: order list for supplies and equipment and provide all details necessary for preparing events/off-site trips.
- Participate in camper recruitment efforts including, but not limited to: Camp Open Houses, Camp Fairs, Presentations, etc.