

PROGRAM DIRECTOR

JOB TITLE: Program Director

RESPONSIBLE TO: Camp Director

DEPARTMENT: Office

CLASSIFICATION: Administrative

COMPENSATION/BENEFITS: \$45,000 min
100% paid health/life employee benefit
401K after one year
Flex Spending option
Paid Time Off (PTO)
Housing option

POSITION BRIEF: To provide leadership, planning, and coordination for one or more aspects of accessible camp programming with an emphasis on pre-planning, organization, and implementation. Responsible for recruiting, hiring, training, and supporting the summer Program Team. Exploring and engaging in outreach through partnership and community engagement. Develop and facilitate Bay Cliff “off-season” programs. Positively contributing to an administrative team.

QUALIFICATIONS:

- **Education:** Bachelor’s degree in Education, Recreation, or related field.
- **Experience:** Previous Bay Cliff experience preferred.

ROLE AND RESPONSIBILITIES:

- Analyze staffing needs and develop effective recruitment and retention practices for summer program staff
- Select high quality staff while consistently implementing Bay Cliff hiring practices
- Evaluate, plan, coordinate, and implement optimal camp programming with an emphasis on participation access all for campers within summer and other Bay Cliff programs
- Provide training and on-going support for summer program staff
- Supervise and evaluate summer program staff
- Build summer program schedule in conjunction with Therapy Director
- Establish outreach partnerships
- Seek, write, and submit grants that support camper programming and operations

OTHER RESPONSIBILITIES:

- Participate in visits, presentations, and partnership activities to promote the Bay Cliff mission
- Assist other departmental leaders in the planning and implementation of their assigned programs
- Assume leadership responsibilities in other departments as needed
- Provide seasonal 24-hour on-camp presence as assigned
- Other duties as assigned by the Camp Director

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ESSENTIAL REQUIRMENTS:

- **Interpersonal Skills:**
 - Effective, positive, team- member
 - Demonstrate the ability to consider/accept feedback/input from others
 - Demonstrate the ability to evaluate and provide positive feedback promoting personal growth in others
 - Ability to build strong relationships
 - Demonstrate the patience and sensitivity to work with disabled children/adults and other diverse populations
 - Interest and willingness to live and work with others in an outdoor, camp environment
 - Willingness to embrace a work schedule with fluctuating seasonal demands
 - Commitment to be a positive role model and advocate for Bay Cliff
- **Knowledge and Skills:**
 - Demonstrate leadership in the collaborative planning and implementation of high quality Bay Cliff programs
 - Ability to review and evaluate information resulting in optimal experiences for all campers
 - Ability to and willingness to provide appropriate assistance in high-stress situations
- **Cognitive Skills:**
 - Ability to organize and advance plan with multiple contingencies
 - Skilled problem solver
 - Excellent communicator (oral and written)
 - Creative
 - Ability use technology tools to advance organizational mission
- **Physical Requirements:**
 - Ability to move safely over uneven surfaces
 - Ability to sit and stand for extended periods of time
 - Ability to transport light to heavy objects short distances
 - Ability to lift or lower light to heavy objects from one level to another