

Program Director

Job Description

The Program Director is responsible for all logistical aspects of the program at Camp Akeela. They provide support to all Activity Heads through scheduling activities, resource management, and supply purchases. The Program Director is also responsible for planning and implementing evening activities and special events at camp. They ensure all camp activities run as smoothly as possible.

The Program Director serves as a member of the Camp Akeela Leadership Team and is supervised by Kevin Trimble, Camp Akeela Assistant Director, and Eric Sasson, Camp Akeela Director. As a part of the Leadership Team, they each provide input on camp activities, campers, staff and general camp wide issues in weekly meetings. The Program Director attends Senior Staff orientation, and present/run several orientation sessions for counselors.

Key Responsibilities

- **Supervision**
 - Responsible for supervising the Assistant Program Director. They provide mentorship and on-going informal positive and constructive feedback to the Assistant Program Director.
 - They provide information to the Directors about job performance of the Assistant Program Director and a recommendation for rehire.
- **Program Scheduling**
 - Creates the master camp schedule for cabin activity periods.
 - Places campers into specialty activity periods and other activities that require camper placement, such as Hobby Night, etc.
 - Ensures appropriate staff coverage standards are met in each activity area by managing staff days and periods off.
 - Along with trip leaders, develops camper and staff rosters for every out of camp trip, with the exception of day hikes.
- **Program Standards**
 - Ensures all programs adhere to the appropriate standards to maintain accreditation with American Camp Association and CampGroup. These include quality of program instruction, care and maintenance of supplies/equipment, and safety standards.
- **Evening Activities & Special Events**
 - Develop a dynamic schedule of evening activities for each camp session.
 - Plan and implement all evening activities at camp.
 - Create and implement fun and engaging special event days. Special event days should differ from a typical day at camp.
 - Plan and implement the session ending Carnival.
- **Other Responsibilities**
 - The Program Director assists the Activity Heads with purchasing decisions under the supervision of the Directors.
 - Assist the Directors with various operational related tasks as assigned, such as purchasing and transportation coordination.
 - Works with Head Counselors when necessary to help implement campus-based programs.

Qualifications

Qualified candidates should meet the following criteria

- Bachelor's degree in a relevant field of study.
- Experience working with children with learning differences, ASD, or other social communication disorders.
- Strong logistical mind
- Strong computer skills, specifically in Microsoft Excel and Word
- Experience with procurement
- Effective communication skills, both written and verbal.
- Experience supervising staff in a professional setting.
- Other qualities: Creative, organized, flexible and self-starter.