

Job Title: Program Director

Type of Employment: Full time Seasonal

Date: 2027 Camping Season

Position Purpose:
The Program director should help create a safe community which reflects the beliefs and values of Jesus Christ. They should embrace the vision and mission of Camp Wilmot, to create a place where all people are welcome to live, study, work and share together. Furthermore, the Program Director shall have the responsibility for the design, implementation and evaluation of the summer camp program with the support of the Camp Board of Directors (BOD) and will provide leadership to seasonal staff. This position will ensure the creation, development and ongoing effectiveness of all programs and activities. All functions and activities will be performed within the stated mission, vision and core values of the Camp. The Program Director reports to the Camp Director.

Essential Job Functions:

- Vision, Mission Values
    - Has an active faith in Jesus Christ and shares a desire for campers to come to know Him.
    - To ensure that visitors to Camp Wilmot have a relevant, meaningful experience.
    - To plan, lead and direct summer camps for children, youths, adults and families.
    - To develop or choose a curriculum that ensures that all campers are told of the love God has for them and are introduced to Christianity in a simple and approachable way to all.
- Promotion and Development

        - Attend planning meetings as appropriate to ensure successful implementation of the summer camp program.
        - Support social media posts related to the summer camp program in conjunction with the Camp Director.
- Financial Oversight
    - Work with the Camp Director to manage spending for the summer camp program.
- Staff
    - Support seasonal staff hiring as necessary.
    - Develop focused training programs for staff with reference to ACA requirements.
    - Supervise staff and volunteers and carry out observations in line with ACA requirements.
    - Create and facilitate summer camp staff training, working closely with the Camp Director.

The Program Director will communicate and collaborate with the Camp Director and the Board of Directors, to:

- Implement and uphold all camp policies and ensure ACA records are up to date.
- Report regularly to the BOD about the summer camp program and any other issues of concern that may arise.

Other Job Duties:

- Invest in yourself spiritually, professionally and recreationally.
- Follow all organizational policies and procedures.
- Work with the ACA committee to maintain necessary paperwork and understand all ACA regulations and requirements to ensure compliance.
- Act in accordance with the guidelines of the PCCCA, Presbytery policies, ACA requirements and insurance requirements.
- Work alongside Camp Director to provide staff to train staff and monitor performance; to reinforce or correct staff behavior and to carry out their responsibilities in the camp's performance review system.
- Directors will have an annual evaluation and debrief (post-summer) with the Personnel team.

- During the summer season, the BOD will check in regularly with the Director and visit at least once during the summer season.

Maintaining Effective Relationships and Communications:

Effective relationships and communications include those with the Board of Directors, Camp Director, and other staff members. The Program Director is expected to provide accurate and regular reports to the Board of Directors. Additionally, the Program Director is expected to mentor staff in their spiritual journey and care about their welfare.

Equipment Used:

Vehicle - the Program Director must be able to drive in case of emergency and for general transportation requirements.

Qualifications:

- Commitment to Jesus Christ as Lord and Savior; spiritually mature.
- Significant camp, mission or ministry experience. At least two years of experience in a leadership role is required.
- Personal initiative, ability to understand and embrace the mission statement, vision and purpose.
- Demonstrate excellent organizational, supervisory and interpersonal skills.
- Critical thinking and ability to develop relevant, meaningful and daily programming that is flexible and adaptive to camper needs.
- Display a positive attitude and be able to work without direct supervision, maintaining accountability and responsibility.
- Must possess a valid driving license.
- Must present an acceptable background investigation, to be checked annually.
- Must pass a check of the sex offenders registry, to be checked annually.

Physical Aspects of the Job:

The Program Director must be physically able to move around the site with ease.

Compensation:

The Program Director will be compensated as per experience.

By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

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Director Name (please print)

BOD Liaison (please print)

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Director Signature

BOD Liaison Signature

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Date (MM/DD/YYYY)

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Date (MM/DD/YYYY)