

Program Director: Role and Expectations:

Description:

The Program Director serves as a member of the Leadership Team at NaCoMe. They are directly responsible for all aspects of programming and recreation, working to align their areas of responsibility with NaCoMe's mission, vision, and values.

Status: Full-time, Year-Round, Exempt

Reports to: Executive Director & Administrative Director

Direct Reports:

- Recreation staff

Essential Functions & Responsibilities

Areas of Direct Responsibility:

1. Summer Camp Program:
 - a. Training and certification of summer camp and recreation staff in activity-specific areas including but not limited to archery, throwing sports, canoeing/boating, aquatics, ropes & zip courses, low rope elements, lifeguarding, etc.
 - i. In-service training and upkeep of standards during the camp season.
 - b. Assist and work with the Summer Camp Director to fill staffing needs and scheduling for activity areas.
 - c. Create/design summer all-camp games in coordination with the Summer Camp Director.
 - d. Recruit, hire, and train summer camp recreation staff.
 - e. Order program & recreation supplies and work with the Summer Camp Director to ensure supplies are adequately stocked for camp session sizes and program areas are prepped.
 - f. Oversee and maintain off-site programs and Home In the Woods equipment and program.
2. Recreation & Activity Areas:
 - a. Ensure year-round retreats are adequately staffed with the needed recreational staff. Act as the program lead and prepare activity schedules for retreats.
 - b. Recruit, hire, and train year-round recreation staff.
 - c. Oversee the ongoing maintenance of all recreation and activity areas via logbooks, program inventory, inspections, and coordination with NaCoMe's Maintenance Director, including but not limited to high ropes, low ropes aquatics, and general camp activity areas.
 - d. Budget and purchase equipment as needed for program areas throughout the year.
 - e. Work to enhance and improve activity areas as well as stay abreast of the latest trends and standards for all activities per ACA, state, industry, and insurance standards.
 - f. Maintain activity-specific certifications and training per requirements and needs.

Areas of Additional or Shared Responsibility:

1. Serve as a member of the Leadership Team
 - a. Attend staff meetings and work collaboratively with other members of the Leadership Team to execute goals for the organization.
 - b. Help provide program, administrative, and maintenance support throughout the year.
 - a. Represent Nacome at events throughout the year and attend conferences to further education.
2. Hosting Retreat Groups
 - a. Working with the Leadership Team, serve as a host for retreat groups on a rotating basis.
 - b. Help prepare and plan for retreat groups including recruiting staff to work on weekends in activity areas and filling in as necessary.
3. Other Duties as assigned

QUALIFICATIONS:

Minimum Qualifications

1. A commitment to NaCoMe's mission and vision as a ministry of the PCUSA.
2. 21 years of age.
3. Bachelor's degree or equivalent from a four-year college or technical school; or related experience and/or training; or equivalent combination of education and experience. Strong experience in camp programming, high organizational skills, and an ability to manage several concurrent projects. Must be able to effectively lead college-age staff while actively a part of the year-round NaCoMe team.
4. Minimum of 2 years experience in camping, recreation, group programming, or related field.
5. Previous challenge course experience
6. Current CPR/AED/First Aid certification or ability to obtain it upon hire.
7. Current Lifeguard certification or ability to obtain it upon hire.
8. Strong relational and interpersonal skills are essential to this role. Ability to manage personal emotions in conversations with guests, campers, camper parents, and staff, while guiding the discussion to a desirable outcome
9. While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Preferred Qualifications

1. Bachelor's degree
2. 1-3 years or more experience in residential camping.
3. 2-3 years of experience with challenge course elements and element maintenance.
4. 2-3 years experience with waterfronts and aquatic environments and boating.
5. 3-5 years of experience in adventure programming, recreation, or related field.
6. Camping and off-site adventure experience or relevant experience in wilderness programming.
7. Wilderness First Responder certification or relevant experience and ability to obtain it upon hire.
8. ACCT II Certification or relevant experience and/or ability to obtain it upon hire.
9. American Red Cross Lifeguard Instructor and/or the ability to obtain it upon hire.