

Program Director

ADMINISTRATIVE STAFF



JOB DESCRIPTION

The Program Director's position provides direct assistance to the Tapawingo Directors. With a special emphasis on camp programming, you will help facilitate the planning, organization, and structure from the top down.

REQUIREMENTS

The following are preferred or required:

- At least 21 years old or fulfilled one year of college
- Agree to our Statement of Faith
- Previous camper or employee preferred
- Hold a current CPR-FPR certificate and Wilderness First Aid certification (preferred) (We can help you obtain one.)

RESPONSIBILITIES

- Promote and maintain a badge incentive program for all activity areas
 - Train, supervise, and review counselors in leadership & skill
 - Create and manage activity-related skits
 - Organize and execute award ceremony
- Develop "Rainy Day" programming and delegation of tasks.
- Provide assistance to staff leaders and the development of activity manuals.
- Oversee activity areas, including training staff in equipment care
- Oversee supervision, safety-procedures, and program development for all camp hiking trips and other off-site activities.
- Complete detailed documentation for the Audit and NYSDOH paperwork, to be reviewed by the Tapawingo Director.
- Attend weekly administrative meetings with other leadership staff.