

# Program director

## Purpose:

Provide assistance to all Directors, with special emphasis on camp programming.

## Responsible to:

Director/Assistant Director of Tapawingo

## Responsibilities:

1. Promote and maintain badge incentive program for all activity areas.
  - a. Train, supervise and review counselors in leading of activities. Document skill.
  - b. Create and manage activity-related skits.
  - c. Manage all aspects of badge program, including awards ceremony.
2. Maintain all activity areas
  - a. Keep equipment maintenance records and make maintenance/repair requests as needed including low ropes course maintenance log.
  - b. Make supply requests as needed.
  - c. Train and supervise staff in proper equipment care and maintenance.
3. Ensure that all safety standards are enforced and maintained for each activity.
4. Provide assistance to all other staff leaders as needed and directed by Assistant Director.
5. Provide hiking program supervision, performance review and development of program.
6. Assist in development of all activity area manuals.
7. Work with Assistant Director to plan and promote two event hours per week to coincide with summers' theme when possible.
8. Maintain and promote "Rainy Day" Program.
  - a. Be prepared to run Rainy Day program.
  - b. Pre-plan and prepare for Rainy Day in terms of materials needed, delegation needed, etc.
9. Spend a significant amount of time completing all documentation required for the Audit and NYSDOH to be reviewed by Tapawingo Director.
10. Attend a weekly Administrative Staff Meeting.

## Qualifications:

1. 21 years of age or completed one year of college.
2. A Christian in agreement with the Camp's Statement of Faith.
3. Previous camp experience
4. Holds a current CPR-FPR certificate, and Wilderness First Aid certification.

## Physical Requirements:

1. Requires hand-eye coordination and manual dexterity to manipulate program equipment and program activities.
2. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
3. Ability to live in a camp setting and work irregular hours, delivering programs in the facility available.
4. Highly self-motivated individual with ability to accomplish many detail-oriented tasks.