

**SUMMER CAMP PROGRAM DIRECTOR
BGC-TC CAMP VOYAGEUR**

JOB TITLE: Summer Camp Program Director

DEPARTMENT: Voyageur Environmental Center

IMMEDIATE SUPERVISOR: VEC Program Director

PRIMARY FUNCTION:

To provide a safe, fun, educational experience for club youth and other guest groups that utilize the VEC for summer camps. The Summer Camp Program Director mentors and leads Cabin Leaders and Program Staff in providing a quality camp experience. While the camp staff are “in charge of the moment”, the SCPD oversees the day/week, working behind scenes to make sure staff have all they need to make those moments happen.

RESPONSIBILITIES:

1. Train, supervise, mentor and lead a team of Cabin Leaders and CITs equipping them to carry out their duties, providing training and materials needed for program support.
2. Plan and execute programming for the summer including cabin activities, dinner themes, all-camp games, crafts, campfires, evening programming etc.
3. Be responsible for campers assigned to your care at all times and under all circumstances, assuring their safety, and physical, mental and social needs are met.
4. Be part of a support community for campers, Cabin Leaders and Program Staff assisting with emotional, social and physical needs.
5. Be conscious of care of equipment, supplies and facilities, practicing good stewardship of all resources, teaching campers those same responsibilities.
6. Assist with clean-up daily and at the end of the camp session.
7. Communicate with the Program Coordinator and the Camp Director regularly to be aware of needs, assignments, functions, problems, etc. and to follow through with them as required. Don't forget to also share the joys and positive things occurring with you or your campers.
8. Administrative duties include updating Cabin Rosters, organizing Health Forms by cabin, updating weekly schedules, camper evaluations, incident reports, and staff evaluations.
9. Participate in Staff Training and all required meetings. Must be familiar with all camp policies and procedures.
10. Supervise staff that choose to stay on-site over the weekend (on assigned weekends).
11. Other tasks assigned by Program Director and Branch Director to fulfill the mission of VEC.

REQUIREMENTS:

- I. Must be at least 21 years old.
- II. Live on site during the weeks when camp is in session (10-12 weeks) some weeks in cabins with campers, most weeks in staff housing.
- III. Possess a love for children and youth, be able to lead responsibly and be a positive role model in character and actions.
- IV. Be able to pass reference and background checks to satisfy legal, moral and ethical requirement in working with youth.
- V. Experience working with youth in a camp setting, preferably with a diverse population.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position is located at Voyageur Environmental Center, a 100+ acre outdoor facility with over a mile of trails over hills and through forests and an active waterfront on Little Long Lake. Must be able to climb stairs, be able to stand for long periods of time, walk moderate distances, move objects, reach for objects, and bend/twist at the waist. This position has a significant amount of outdoor work and candidate must be able to be outside in all kinds of weather. This is a moderately stressful position that requires the candidate to be in excellent physical and emotional health.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All employees of the Boys & Girls Clubs of the Twin Cities are employees at will and signing this job description in no way enters into a contract for employment.