



EBC Summer Enrichment Camp Job Description

Program Director

Job Title: Program Director
Department: EBC Summer Enrichment Camp
Position: Seasonal
Report To: Executive Director
Prepared By: Personnel Department
Prepared Date: 2/5/2018
Approved By: Pastor PrestonThompson Jr., Executive Director

Responsibilities: The Program Director will assure the implementation and upholding of the mission, vision, policies and procedures of the camp. Camp staff will be supervised and supported in their work by the Program Director. Program Director has overall on-site responsibility for camp operations. In addition, the Program Director is frequently called upon when camp is not in operation for facilities, staff and programmatic advice. They are assigned a wide variety of tasks and duties that must be performed to insure the efficient operation of the camp program. Specific duties include, but not limited to:

- Developing and supervising a comprehensive training program for staff and volunteers.
- Supervises all camp staff which includes Assistant Director, Health Director, Teachers, Counselors, Nutritionist, Food Service Workers, Bus Driver, Administrative Assistant and Volunteers.
- Develops camp calendar in collaboration with Executive Director which includes trips, activities, events, etc
- Develops a healthy menu for camp in collaboration with Nutritionist
- Ensures supplies that are needed for camp are obtained and purchased
- Plans and schedules field trips in collaboration with Executive Director
- Reviews and evaluates lesson plans and teaching techniques; suggests changes, additions and methods of educational effectiveness.
- Promotes and maintains positive public relations with sponsors, campers, parents and local community.
- Coordinates and oversees all academic program activities for the program.
- Oversees daily operation of program components and provides support for all program staff.
- Designates responsibility for and makes schedules for daily activities and assignments.
- Coordinates instructor materials, facility needs and the dissemination of all instructional supplies.

- Facilitates training/orientation sessions, conducts instructor meetings and evaluates instructor performance.
- Works with the staff to facilitate daily communications between students, staff, program administration, and parents.
- Oversees check-in/check-out procedures for student participants and staff.
- Maintains and organizes daily records for students, staff and overall program documentation.
- Implements student discipline policies and procedures.
- Responsible for the final inventory and storage of materials after the final session.
- Organizes and provides all records to required administration (Executive Director) weekly and at end of program.
- Meets necessary requirements for funding sources.
- Responsible for the general care of campers
- Communicates the policies and practices for the discipline of camper with copy to all camp staff
- Maintains reasonable groupings
- Provides a written statement of personnel policies and practices through job descriptions
- Establishes written procedures for background check
- Establishes a written procedure to keep track of all campers location and safety
- Verifies staff has good background (i.e.: three character reference checks, criminal checks and employment history)
- Establishes written emergency procedures
- Informs each staff member of duties in case of an emergency
- Conducts fire and emergency drills at least once each camp period or every two weeks, whichever is more frequent
- Ensures the emergency phone numbers are posted in the main office
- Ensures hazardous material storage and handling conforms with New Jersey Uniform Construction Code and applicable laws and ordinances
- Ensures all firefighting equipment is within code of Fire Underwriters Association, meet requirements, strategically placed, and inspected periodically (includes smoke detectors)
- Administers vehicle safety during field trips and other outings
- Develops and implements special programs as necessary
- Conducts regular planning and evaluation meetings
- Assists in public relations and serves as camp liaison between programs and parents/sponsors
- Maintains a high degree of safety on and off camp premises
- Keep an inventory of supplies and materials necessary for program implementation
- Perform the duties of the Health Director
- Performs all other duties as required or assigned

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's or Master's degree preferably in education; equivalent combination of education and experience of at least 2 years. Should have 2 years of administrative

experience, 9 months experience in a youth program or 1 year of administrative experience and 1 year of teaching with a teacher's certification. Preferred background in education, physical education or outdoor leadership experience. Proof of State and Federal background clearance; Red Cross Advanced CPR certified; Red Cross Advanced First Aid certification; strong collaboration, coordination, problem-solving, and organizational skills; and the ability to work effectively with staff, students, parents and community members.

Language Skills: Excellent communication skills (verbal, non-verbal and written)

Physical Demands: While performing the duties of this job, the employee must have the ability to:

- Lift up to 40 lbs.
- Work with children on floor
- Work outdoors in any variety of weather patterns
- Repetitive bending, stretching, and stooping
- Climb up and down stairs
- Have mobility to ensure the safety of children

Work Environment: The work environment characteristics described here are representative of those an employee encounter while performing the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work Hours: 40 hours

Comments

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

By signing below, I acknowledge that I have read the above job description. I also acknowledge that it is my responsibility to carry out the above duties.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____