

PROGRAM DIRECTOR

BROAD RESPONSIBILITY:

The Program Director is responsible to design, implement and supervise a program which is fun, supportive, safe and non-threatening. The Program Director is to develop and offer programs that encourage a healthy respect for self, neighbor and the natural environment and which points participants to a discovery of God and God's loving concern for the world.

RESPONSIBLE TO:

1. Prepare a complete outline of the camp program for the coming season including camp themes, special days, evening activities, special meals, and sample daily schedules, in consultation with the Executive Director.
2. Co-ordinate all themes, working with spring staff to develop programming ideas.
3. Prepare and lead sessions for staff training - to include: scheduling, themes, special day programs, evening programs (prime time), rainy day activities, optional periods, campfire, and other sessions as expertise allows.
4. Coordinate program schedules with Program Staff each week, and review how the prior week schedule worked with the Executive Director.
5. Organize and monitor the program resources. Ensure that equipment is stored safely throughout and at the end of the season.
6. Work with the Music and Drama Director in the care and up keep of the Prop Place.
7. Co-ordinate, supervise and lead evening programs, special day activities and camp wide programs utilizing camp staff as required and scheduled.
8. Work to develop Camp Kintail's program by researching and using a variety of games – both classic and new.
9. Assist the Music and Drama Director in planning campfire.
10. Work with the Kitchen Staff to incorporate special meals into the Kintail program, after approval from the Executive Director.
11. Work with the Associate Director to ensure the necessary announcements are made each meal, mixing information, fun, and characters, utilizing staff and campers. The Program Director would deliver the announcements twice a day. Always check with the Directors before announcements are given.

12. Facilitate one programming session at least once per day.
13. Consider the various programming needs of multiple camps running on the site at one time: VOKS, Guitar Camp, Outdoor Adventure Camps, and others. Be the staff who has the big picture and ensure that each camp has the programming support required.
14. On rainy days, creatively work to provide excellent programming to support the counseling staff. This includes programming during the afternoon when free swim is not possible.
15. Provide leadership for a Kintail On The Road team.
16. Provide the Director with a written final report. The final report should contain details about the program area and suggestions for the future.
17. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.

QUALIFICATIONS:

1. A minimum three years of experience as a camp staff member.
2. One year of camp counseling experience.
3. Preference will be given to applicants with at least one year of program experience.
4. A personal living faith.
5. Administrative skills.
6. A creative and playful sense of fun.
7. A willingness to work in a team environment.
8. A valid "G" level driver's license and insurable on the camp van is desirable.
9. A Standard First Aid Certificate with CPR "C".

DIRECTLY RESPONSIBLE TO:

- The Executive Directors
- The Associate Director

Revised May 2018