

CIRCUS SMIRKUS

TITLE: Camp Program Director

Department: Camp	Staffing Classification: Seasonal
Reports To: Camp Director	FLSA Status: Exempt
Date Approved: 3/22/17	Signature: <i>Bill Merryflees</i>

Job Summary:

The Program Director is responsible for the creation and implementation of non-circus camp programming, and the coordination of the camper activity schedule, both instructional and recreational. The Program Director is a member of the camp leadership team, along with the camp director, assistant director, head coach and head counselor.

Duties include:

1. Develop age-appropriate, child-centered programming. Respond to the interests of the campers in the creation of new programs. Create a balanced program schedule incorporating high-energy programs as well as programs that promote relaxation. Provide support and guidance for the campers and staff in the implementation of programs.
2. Oversee camper store accounts; prepare and deliver care packages daily.
3. Inventory, maintain and resupply program supplies and equipment.
4. Attend daily counselor meetings. Drop in to coach meetings for daily updates.
5. Participate in Leadership Team Meetings to share feedback and help make decisions. When needed, communicate the team's decisions and rationale to coaches and other staff.
6. Provide Camp Director with a program plan three days prior to the session. Provide all staff with a program plan at the Sunday staff meeting.
7. Facilitate staff in program planning and schedule creation sessions during Pre-camp Orientation.
8. Prepare for programs in advance of campers' arrival to the program site. Maintain control of the campers and delegate roles to counselors prior to program start. Promote a safe play environment.
9. Assist in the arranging of Beach Day, trips to the Tour, and any other all-camp outings.
10. Work with the Head Cook to plan ahead for any food-related activities.
11. Participate in morning and afternoon on-duty rotation. Participate in night duty rotation.
12. Assist staff with implementing fun, random acts of insanity to boost camp morale.
13. Be a positive role model for Campers, CITs, and Counselors.
14. Other tasks as needed.

SKILLS AND EXPERIENCE DESIRED:

- Experience in working with children and teens in summer camp or instructional settings.
- Ability to listen, communicate, and respond to multiple constituencies, solve problems and create win - win situations with people of all ages.
- Ability to relate to and motivate both campers and staff.

- Ability to work collaboratively in a team.
- Basic computer skills; ability to maintain the basic financials of student accounts.

Working Conditions: work is normally conducted both indoors and outdoors, in the camp office and the concessions store on site. Must be able to lift 40 pounds. Should like kids, circus, and silliness.

SUPERVISION: Supervision is received from the Camp Director

Circus Smirkus is committed to creating a diverse environment and is proud to be an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

<http://www.smirkus.org>