



## **JOB DESCRIPTION PROGRAM DIRECTOR**

### **QUALIFICATIONS:**

1. At least 21 years of age
2. Experience significant for the position, including two or more years in a leadership position.
3. Supervisory experience
4. At least three years Resident Camp Experience
5. Strong Judaic background, knowledge, and program experience.

### **RESPONSIBLE TO:**

1. Director
2. Assistant Director

### **SPECIFIC RESPONSIBILITIES**

1. Work with other members of the camp administration to create and implement a complete camp program for all cabins and units.
2. Assist Unit Heads, Counselors, and Specialists with all facets of the camp program - living conditions, camp activities, unit programming, etc., and assist with any special needs or solve any problems. Oversee daily schedule.
3. Work closely with the Camp Director, Assistant Director, and Unit Heads in developing exciting and strong Day, Evening and specialty programs. Create or oversee the creation of a staff recreation program.
4. Oversee the sign-ups and manage Saturday Shabbatigahs (specialty Saturday programming). Make sure counseling staff are all assigned, and show up to their designated areas.
5. Oversee and manage the last day of camp events. Create sign-ups for booths, order bounce house materials, and requisition all supplies necessary.
6. Act as a program facilitator and to serve as a resource for program ideas and share skills through-out the camp.
7. Manage and organize the programming supply closet. Inventory supplies at the beginning and end of the summer. Help unit heads, staff, and other administration members to gather supplies for programming.
8. Attend and participate in all scheduled administration meetings. Discuss upcoming programs, and be prepared to go over them in detail with Administration and staff at least 24 hours beforehand.
9. Abide by and enforce all camp policies, responsible for health and safety of the camp.

10. Walk shmira (O.D.) supervise cabins at night, as assigned.