



# Teton Valley Ranch Camp

Position Description

Date Updated: 7/1/2018

Position: **Program Director**

Employee: Open

Department: **Camp Operations**

Exempt: X      % FTE: 100

Manager's Title: **Operations Director**

Non-Exempt: \_\_\_\_\_ # Hrs./Wk.: 40

## Summarize major function of the position:

The program director (PD) oversees the implementation of the in-camp program, camp culture development, staff training, and residential life. PD manages the in-camp schedules, special days, and staff time off, to maintain a smooth and organized program and appropriate staff/camper ratios. PD will collaborate with the executive director and the operations director to review adventure group sheets and ceremonies annually, to ensure an intentional program progression and purpose. The PD completes annual program reviews to adjust, plan, and implement curriculum of all of the in-camp programs, ensuring TVRC traditions and education best practices are effectively implemented into camp activities. The PD with the assistance of the Leadership Team, conducts the seasonal-staff hiring process, recruiting and hiring highly qualified individuals. Throughout the year, the PD develops staff trainings for pre-season and staff week to promote youth development education, camp culture, and learning. PD will communicate with staff, campers, and families year-round. PD will live on site at the Ranch in Dubois Wyoming in the summer season, serving as a member of the Leadership Team. PD will play a key role in the Crisis Response Team. In fulfilling these responsibilities, the PD will at all times model and transmit TVRC's culture of Safety, Respect, and Friendship to staff, campers, camp families, and the public.

## Major Job Functions

### 1. Program Planning and Implementation:

- PD plans and implements all pieces of the in-camp program.
- PD seeks to learn skills and knowledge of each program area, and utilizes knowledge to elaborate and enhance the quality of activities and learning in each program area.
- PD writes and updates manuals containing expectations, curriculum, and resources of each program area.
- PD schedules outside visitors and reserves field trips to enhance program offerings.

### 2. Program Assessment:

- PD examines and analyzes all components of the in-camp program to ensure each in-camp activity and residential life activity aligns with camp values and desired outcomes.
- PD constructs and delivers surveys to staff to assess staff experience and feedback.
- PD collaborates with the operations director and the executive director to review adventure group sheets and ceremonies to ensure the continuation of camp traditions in a purposeful, positive, and results-driven manner.

*Nothing in this job description restricts management's right to assign or change responsibilities of this job at any time.*

3. Residential Life:

- PD oversees all counselors and campers onsite during program
- PD will ensure campers are safe, practicing self-care, and learning communal living skills.
- PD coaches counselors in teaching communal living skills, developing relationships, creating cabin culture, and managing/coaching camper behavior to ensure the residential life program aligns with TVRC's Youth Development goals, mastery, tenacity, compassion, inspiration, and gratitude.
- PD assigns camper cabins and counselor pairings.

4. Budgeting:

- PD constructs and proposes annual budgets for each program area.
- PD will order and update supplies according to the constructed budget.
- PD will communicate budget restrictions with program leaders and work with leaders to provide the necessary materials, experiences, and supplies.

5. Scheduling and Planning:

- PD coordinates and manages daily schedules, special events, counselor and program leader time-off, day trips, and overnight/out of camp trips.
- PD keeps track of every camper, counselor, and program staff member's location throughout the day, week and month in the "Boys' or Girls' Season Mater" spreadsheet

6. Seasonal Staff Hiring:

- PD with support from operations director and the executive director manages seasonal staff hiring process.
- PD utilizes CampMinder to build and update all parts of the staff application.
- PD recruits qualified staff members, reads applications, conducts interviews, contacts references, conducts background checks, and collaborates with the Leadership Team to select staff members and match positions.

7. Seasonal Staff Human Resources:

- PD coordinates staff hiring paperwork, constructs contracts and staff policies, and updates position agreements.
- PD ensures all staff members' physical and emotional fitness to work within the TVRC residential environment.

8. Staff Training:

- PD will create assignments for staff to complete prior to camp arrival.
- PD will utilize technology and different training techniques to deliver content in an effective and efficient manner.
- PD plans and executes a program leader-specific staff-training week.
- PD collaborates and coordinates on-site staff training schedule with the operations director and the executive director.
- PD plans and delivers interactive trainings utilizing educational best practices.
- PD will coach and observe counselors and program leaders throughout the summer to provide purposeful groupings and pairings, professional development and evaluation.

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#### 9. Communication:

- PD speaks with parents, campers, and staff members electronically, over the phone, and in person throughout the summer.
- PD utilizes positive communication techniques to build relationships, gain camper/family/staff insight, and provide TVRC-specific education and knowledge.
- PD uses written and oral communication to construct and deliver program reports to the TVRC-EF Board of Directors.

#### 10. Other Duties as Assigned

- PD may, at any time be assigned duties as a member of the Leadership Team at TVRC that do not appear on the above list by the ED or OD.

#### 11. Public Speaking and Presenting:

- PD delivers presentations to promote TVRC programs.
- PD will travel and assist ED and OD in sharing camp information with current and prospective families, campers, and staff members.

#### Professional Development

- Attend professional conferences (ACA Rocky Mnt./National, WAIC, NOLS Wilderness Risk Management, Camp America Hiring Fair)
- Become certified as a trainer in Therapeutic Crisis Intervention.

#### Supervisory Responsibilities:

- The PD, during the summer program, supervise 28 counselors, 10 program staff members, and the program assistant.
- The PD, during the summer program supervises the safety, health, growth, and well-being of all 135 campers

#### Required Education and Experience:

- Minimum 5 years' administrative experience in residential camping preferred
- Bachelor's Degree in education, psychology, social work, or other related field; Master's Degree preferred.
- Minimum 5 years' experience in training and supervising residential camp staff

#### Required Knowledge, Skills, and Abilities:

- Strong preference for previous professional experience in summer camp programming.
- Able to plan and oversee use of program area budgets throughout the summer program, and create budget proposal for ACD leading up to yearly budget process in the fall.
- Experience in residential care of children and adolescents strongly preferred
- Extensive experience in leadership, training, development, and supervision of frontline staff
- Red Cross CPR/First Aid certification and Lifeguard certification.

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#### Physical Requirements and Working Conditions:

- The PD is required to reside at Camp in Dubois, Wyoming from mid-May through the end of August every summer. September thru Mid may, the PD is required to live in or near the Jackson, Wyoming area.
- Ability to use the computer for extended periods with appropriate rest periods
- Ability to hike, backpack, camp in the backcountry, and ride a horse for extended periods with appropriate rest periods
- Ability to stand for 4 hours at a time
- Ability to swim proficiently in cold water
- Valid driver's license and driving record which meets TVRC's insurance carrier
- Ability to lift up to 50 pounds.

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