

Green River Preserve Camp Programs Director Job Description

The mission of [Green River Preserve](#) is to inspire environmental stewards through a joyful connection to nature.

Green River Preserve Camp Programs Director is responsible for the day to day operations and staff management of programs on-site at Green River Preserve to ensure a quality program experience for all. Including but not limited to the management of GRP's summer and seasonal staff, direction of on-site programs, and coordination through GRP's administrative team.

As the Camp Programs Director at Green River Preserve, you hold a position of great importance and great responsibility, reporting to the Executive Director as a part of Green River Preserve's Administrative Team. Your professionalism, strong work ethic, organizational skills, and demonstrated collaboration and leadership skills are essential to the achievement of this role. Your warmth, enthusiasm, willingness to share knowledge, and sensitivity to the needs of each camper and staff contribute profoundly to the success of our program.

The Camp Programs Director is specifically responsible for the following:

Summer Camp

Lead Green River Preserve's Summer Camp including:

- Make decisions consistent with the mission of Green River Preserve
- Contribute as an integral member of Green River Preserve's Team, fostering a culture of collaboration, support, and continuous improvement through constructive feedback
- Work with the Executive Director and Leadership Team to create and administer programs within budget
- Organize staff training schedule and plan, including creating and maintaining documentation and reference materials
- Execute and deliver summer camp program calendars
- Facilitate day-to-day logistics, including evening programs, campouts, Group Learning Projects, camper and staff activity schedules, mentor cards, hike schedule, and summer staff time off schedules
- Participate in the hiring committee to help evaluate, interview, and hire all program staff
- Manage staff onboarding and offboarding content and procedures
- Work with the Leadership Team to monitor and enrich the quality of instruction during all summer programs and evaluate camper experience
- Manage staff feedback and review system
- Role model positive behavior for staff and participants
- Oversee and maintain adherence to ACA accreditation standards, ensuring the camp programs consistently meet the standards
- Participate in the 'on-call team' during the summer months. Summer months require work hours outside of a typical work week, as our office is staffed 24/7
- Collaborate as needed to edit the Staff Manual and Mentor Field Guide so that it is up-to-date, and compliant with American Camp Association (ACA) standards.
- Prepare and fulfill roles in the Emergency Action Plan (EAP) and Risk Management Procedures
- Serve as a substitute mentor or activity instructor during programs if needed
- Assist in pre- and post-season cleaning, shut down, and inventories of facilities
- Travel to represent GRP for the Roadshow as needed

- Participate in special events such as Family Camp, Open Houses, Grown Up Weekend, and Farm Feast
- Implement effective behavior management strategies to create a safe, inclusive, and engaging camp environment for children, nurturing their growth and fostering positive interactions among campers
- Demonstrate adept conflict resolution skills, ensuring a harmonious and positive camp environment by addressing challenges with tact, empathy, and effective resolution strategies
- Fulfill other duties as assigned

School of Environmental Education (SEE)

- Manage the SEE programs
- Serve as SEE Program Director during the spring & fall seasons
- Recruit, schedule, and onboard school programs for Fall and Spring Seasons
- Hire, onboard, and train staff for SEE programs
- Serve as a mentor for school programs when needed.
- Serve as a mentor when needed for the KALE program.

Essential Functions

- Work in a team environment supporting child enrichment in the outdoors
- Function in a community living environment with little personal space
- Able to work non-traditional hours befitting a residential summer camp
- Hike approximately five miles each day on varied terrain and steep inclines
- Work several days in a row, sometimes with little rest
- Be comfortable and work effectively in an outdoor or natural setting
- Demonstrate mature judgement in high-stress situations
- Maintain confidentiality when faced with sensitive issues
- Effectively communicate in both verbal and written communications
- Lift and carry up to fifty (50) pounds, specifically during a 2-night 3-day backpacking course
- Maintain personal hygiene, health, and well-being without assistance of others
- Minimum of 21+

Skills and Certifications (current or willing to obtain preferred)

- CDL certification
- CPR and AED Certification; Red Cross Trainer preferred
- Lifeguard Certification; Lifeguard Instructor preferred
- Wilderness First Aid; Wilderness First Responder preferred
- Other certifications benefitting operation and training at GRP
- Proficient in computer technologies, including Google Workspace and CampMinder

Requirements

- Successful completion of a comprehensive background check.
- Ability to meet and adhere to driving requirements as necessary for the role
- Minimum of 5 years of relevant experience in youth programs
- Bachelor's degree or equivalent qualification
- Required to reside full-time on camp premises during programming
- Come to camp once a week during the off-season
- Capability to be on call for 24 hour+ periods

Benefits

- Salary: \$45,000 – \$50,000 DOE
- Semi-private housing provided on camp premises for the convenience of the employer
- 15 days of pre-approved non-accruing paid time off during the off-season
- 10 days of sick leave
- 22 days of holiday leave following GRP's holiday schedule
- Full Health and Dental Insurance
- Retirement contribution
- GRP tuition remission for dependents
- Camp store credit
- Flexible work environment during off-season
- Full room and board (meals, laundry) during summer season
- American Camp Association membership
- Professional development opportunities and support

To Apply

Please send a resume, cover letter, and three references to Catherine Schenck, catherine@greenriverpreserve.org