# Program Director
# Camp Nor'wester, Edmonds, WA & Johns Island, WA

**CAMP MISSION:** Provide a unique outdoor living experience where a diverse group of young people is challenged to develop skills that increase self-confidence and encourage respect, responsibility, and compassion for themselves, their community, and their environment.

**PURPOSE:** The Program Director is responsible for specific duties assigned by the Executive Director and Operations Director. The Program Director shall at all times support the Camp's philosophy, goals and mission, as articulated by the Directors and Nor'wester's Board of Directors in a manner consistent with its by-laws, history, and traditions.

**ACCOUNTABILITY:** The Program Director shall report to and be supervised by the Operations Director on an exempt, at-will basis.

**RESPONSIBILITIES INCLUDE:**

- Shared oversight and management of staff recruiting, hiring, training and support year-round with the Operations Director.
- Oversight and management of in-camp and out-camp program, including curriculum, buying, scheduling, staff training, and supervision of program staff.
- Participation in the ACA Accreditation process, and implementation of all necessary program standards.
- Shared responsibility for facets of the camper experience, including camper support, parent communication, and supervision of Unit Directors, in collaboration with Executive Director, Operations Director, and Office Administrator.
- Participation in the work of the Board of Directors, including attendance of meetings as assigned, and involvement in SARM Committee work and action items.

**SUPERVISION AND OTHER SUPPORT RESPONSIBILITIES:**

- Management of seasonal positions, including Leadership Team members, program Department Heads, and others as assigned.
- Assist and participate in all operations of Camp year-round, including office functions, the annual move to Camp, transportation needs in summer and for special events, decisions and leadership with summer staff, and bringing a spirit of fun and creative ideas to the table.

**MINIMUM SKILLS, QUALIFICATIONS & EXPERIENCE:**

- Genuine interest and experience in working/living with and teaching children in a rustic, outdoor setting.
- Four-year Bachelor's degree or equivalent work experience.
- Leadership experience with oversight for 5 or more personnel.
- Ability to hire, train and supervise a large number of staff.
- Ability to organize and execute daily and special camp programs.
- Ability to model, observe, assess, and enforce appropriate staff and camper behavior.
- Ability to act upon Emergency and Crisis Management Plans.
- General knowledge of, and ability to communicate and train staff and campers in proper safety regulations and emergency procedures.
- Current basic CPR and First-Aid certifications.
- Satisfactory background checks.

**ADDITIONAL DESIRED ATTRIBUTES:**

- Specialized degrees or proven experience in camp administration, outdoor education or recreation, or general management.
- Wilderness First-Aid or Wilderness First Responder certification.
- Working knowledge of or willingness to learn all necessary Camp logistics and operations.
- Experience in computer, design, communications, interpersonal, and marketing skills.

**ESSENTIAL FUNCTIONS:**

- Visual and auditory ability to assess and evaluate staff performance.
- Ability to identify and respond to any potential hazards to campers, staff, property, facilities, or equipment.
- Ability to walk several miles per day and otherwise meet all demands of summer on-site physical requirements, including the ability to move/lift 20 pounds regularly and up to 50 pounds occasionally.
- Ability to drive a car and possess a valid driver's license.
- Proficiency in or willingness to learn to drive large vehicles.
- Proficiency in or willingness to learn small watercraft skills, including safety and navigation techniques for transportation purposes, and ability to complete the Washington State Boater Safety Education course.
- Emotional health sufficient to meet the demands of the position.