Camp Nor'wester
Position: Program Director
Job Opportunity Announcement & Information

Camp Nor'wester, a summer camp in the San Juan Islands of Washington since 1935, is looking for a hard-working and motivated person to join our Year-Round Team as **Program Director**. Position is a full-time, year-round position based in Washington state.

Ideal candidate will have a true interest in learning and growing in the position, working with, and reporting directly to the Operations Director and Executive Director. Candidate also ideally possesses a spectrum of skills relating **to incamp and outcamp programming, staff recruitment and hiring, staff training and support, camp management and operations,** along with a priority for collaboration and open and clear communication with co-workers, seasonal staff, directors, Board Members, families, and our alumni community.

This position **supports our camper experience** primarily through planning aspects of our summer program in the off-season, and then training and leading staff members to be able to carry out that program in summer. Please see Job Description for full details.

The successful candidate will be passionate about summer camp and the value of a technology-free outdoor experience. They will be expected to spend the summer on Johns Island to work closely with the Year-Round Team and seasonal staff. This will be an opportunity for personal and professional growth. Professional Development opportunities include conference and special training attendance.

We embrace a **diverse community** at Nor'wester and are committed to creating an inclusive environment for all employees. We encourage applicants of different backgrounds, cultures, genders, experiences, identities, abilities, and perspectives to apply.

Hiring Timeline and Details

Call for Resume / Letter of Intent	December 2022
Interviews	Starting in January 2023
Earliest start date	Feb 2023
Compensation	$57,000+ annually
Location	Edmonds, WA (September through May) Johns Island, WA (June through August)
Work Schedule	Winter (September through May) Mon-Fri 8:30 to 5:00, with occasional weekend engagements Summer (June through August) 6 days/week – breakfast through dinner & evening programs One day off per week plus daily breaks
Benefits	Paid Time Off, Holidays, Health Insurance, HRA, mission-driven and value-centered organization, vibrant community, potential part time WFH

Application Instructions

To submit your application for the Program Director position, please e-mail the following items to Jill Steigerwald, Operations Director, at jill@norwester.org:

1. Resume
2. Letter of Intent - Please include experience in youth development, non-profit work, or outdoor recreation/education, why you're interested in the position, any experience or association with Camp Nor'wester, as well as a description of how you can contribute to the role and how you might gain or grow from this opportunity.
3. List of References - The names and contact information for three individuals who can speak to your experience working with others in a similar work setting.

To learn more about Camp Nor'wester, please go to our website at www.norwester.org.

Camp Nor'wester
Program Director Job Description

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.