### **Programs Lead**

### **Job Description:**

The Program Lead plays a vital role in creating a fun-filled and safe environment for campers by designing, implementing, and overseeing a wide variety of activities. This role ensures that activities align with the camp's mission and values, providing opportunities for campers to grow spiritually, socially, and emotionally. The Programs Lead will manage all aspects of programming, including wide games, theme meals, arts and crafts, sports, and more. This position also involves training, coordinating, and mentoring staff members who will be leading activity sessions.

### **Key Responsibilities:**

* **Program Development & Planning:**
  + Design, organize, and oversee a wide range of camper activities, including but not limited to wide games, archery, climbing, sports, drama, arts and crafts, and theme meals.
  + Plan and execute weekly schedules for Day Camp and Overnight Camp, ensuring all activities are engaging, age-appropriate, and inclusive.
  + Collaborate with staff to create and plan special events, such as theme dinners, campfires, and Sunday night activities.
  + Develop and implement strategies to engage campers with a range of abilities, ensuring all campers have the opportunity to participate in activities.
* **Staff Training & Coordination:**
  + Train, coordinate, and mentor staff members leading program activities, ensuring they are well-prepared, equipped, and supported in their roles.
  + Provide ongoing feedback and guidance to staff, helping them improve their skills in managing groups and facilitating activities.
  + Provide training materials for staff to ensure consistency and high standards in programming.
  + Foster a positive and supportive team environment, encouraging collaboration and open communication among staff.
* **Safety & Logistics Management:**
  + Ensure all activities are run safely, adhering to established procedures and guidelines. This includes conducting risk assessments and ensuring that safety protocols are followed.
  + Maintain up-to-date documentation for all activities, including training logs, incident reports, and safety checklists.
  + Manage the inventory of activity supplies and equipment, ensuring that all materials are organized, clean, and in good working order.
  + Plan for adverse weather conditions and create alternative indoor activities to ensure programming runs smoothly in any situation.
* **Collaboration & Communication:**
  + Work closely with other departments to ensure schedules, and logistics are coordinated efficiently.
  + Coordinate activity schedules with Day Camp and Overnight Camp teams to ensure smooth transitions and program flow.
  + Attend and participate in camp devotionals, fireside times, and staff meetings to build community and encourage spiritual growth.
  + Communicate regularly with the Camp Coordinator to ensure program goals and camp objectives are being met.
* **Administrative Support:**
  + Maintain and update activity binders, ensuring all necessary materials and resources are available to staff.
  + Track and manage budgets for supplies, ensuring that necessary materials are ordered and cost-effective.

### **Qualifications:**

* **Experience & Education:**
  + Previous experience in a leadership or supervisory role in a camp or youth program setting is preferred.
  + Experience in program planning and implementation, particularly in a camp or recreational environment.
  + A background in education, recreation, youth development, or a related field is beneficial.
* **Skills & Abilities:**
  + Strong leadership and team-building skills with the ability to train and motivate staff.
  + Excellent organizational and time-management skills, with the ability to manage multiple tasks and meet deadlines.
  + Creative and innovative thinking in designing engaging and inclusive activities for diverse groups of campers.
  + Ability to adapt to changing situations and think on your feet, especially when dealing with weather-related or other unforeseen challenges.
  + Strong communication skills, both verbal and written, to ensure clear and effective communication with staff, campers, and leadership.
* **Personal Attributes:**
  + Passion for working with children and creating a fun, safe, and supportive environment.
  + A positive attitude and willingness to work as part of a team.
  + Ability to model Christian values in all aspects of camp life.
  + High levels of patience, empathy, and flexibility in handling diverse groups and personalities.
* **Certifications & Other Requirements:**
  + First Aid and CPR certification (or the ability to obtain prior to the start of camp).
  + Background check clearance (required).
  + Valid driver’s license (if driving is required for certain activities or trips).
  + Ability to work flexible hours, including evenings and weekends, as necessary during the camp season.

### **Working Conditions:**

* This position requires overnight shifts and a flexible schedule to accommodate the camp’s operational hours.
* Work is primarily outdoors in various weather conditions, with some indoor responsibilities.
* Some physical labor is required, including helping to maintain camp facilities and supporting cabin cleanup routines.