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## **Bayside Camp and Retreat**

# **Position Description | Program Manager**

### **Position Purpose:**

To further the mission of camp through the planning and implementation of programs and to deliver activities and events, which are safe, fun and age appropriate for campers. Assist in management of the overall camp operation and development of spiritual community at the direction of the camp director.

### **Essential Job Functions:**

- 1) Deliver a fun and safe program to campers.
  - a. Ensure that programs meet the abilities of the campers.
  - b. Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - c. Coordinate all camp program and camp activities with other staff.
  - d. Participate enthusiastically in camp activities and provide support and guidance to those leading the activities.
  - e. Introduce new programming activities to staff and campers
- 2) Ensure that camp staff and campers know and follow proper safety guidelines during activities.
  - a. Assist in the implementation of staff training.
  - b. Provide guidelines for programs utilizing camp equipment.
- 3) Assist in the management and care of the program areas and equipment.
  - a. Routine checks of area and equipment for safety, cleanliness and good repair.
  - b. Ensure all program areas are kept free from hazards.
- 4) Develop and implement schedules for camp program.
  - a. Create age appropriate camper programs and daily schedules.
  - b. Develop and supervise staff during scheduled programs and activities.
  - c. Provide recommendations and concerns to camp director concerning schedules, programs and staff performances.
- 5) Execute programming through proper communication.
  - a. Ensure that the staff is clear on the daily programming and changes to the schedule. Provide updates at staff meetings or during the day if the program needs to change.
  - b. Communicate with director about said changes and all members of the staff team who will be affected by those changes.



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## Employment Details

<b>Weeks of Work:</b>	14
<b>Start Date:</b>	TBD May 2024
<b>End Date:</b>	August 18, 2024
<b>Staff Training Dates:</b>	Highly recommended conference weekend: May 10-12 Mandatory staff training: May 24-26, June 7-9
<b>Gross Salary:</b>	Base Rate: \$500/week

## Requirements/Skills

- At least 19 years of age
- Current CPR and Standard First Aid
- Experience working with children in different capacities is an asset
- Ability to work with children/youth and other staff
- Adaptable
- Ability to communicate clearly and effectively
- Strong leadership abilities and mentorship capabilities
- Willing to be a servant leader
- Experience and ability to supervise staff, volunteers and campers
- Ability to work independently and manage time in order to complete daily tasks without direction

## Other Responsibilities

- Keep schedule on time
- Lead as a servant leader and be a role model for the other staff
- Help provide an atmosphere for developing good morale and well-being among the camp staff.
- Promote trust, understanding and unity among the camp staff.
- Be willing to lead staff/camper Bible studies in accordance with Kingswood Camp's Statement of Faith
- Carry out all other duties as assigned by director

## Relationships/Accountability

Reports to: Executive and Associate Directors  
Peer Relationships: Secondary Leadership Team  
Internal Relationships: Camp staff, campers  
External Relationships: Parents, visitors, school groups