



Summer Camp Program Manager - Position For Hire -

*Kidcam Camps is looking for a Summer Day Camp **Program Manager** to create and organize activities in a 10-week, Summer program at one of our 30 Kidcam locations .*

Position Overview: The primary function of the Program Manager is to initiate, create, and maintain weekly schedules including daily group activities, transitions, field trips and transportation.

Essential Function and Responsibility:

- Understand and demonstrate the Kidcam Mission in every way, and support the Spirit of Summer foundational elements.
- Develop 10-weeks of programming of traditional and Kid's Choice curriculum to be implemented each week.
- Develop program schedules to include all camp activities, transitions, logistical information and fieldtrips.
- Provide training and support for counselors as needed as related to planned activities.
- Resolve programmatic details so that counselors can focus on relationship building with campers.
- Procure and provide supplies and equipment for daily activities.
- Ensures smooth transitions between beginning and ending each activity for their camp.
- Gathers help and runs most large group activities for your camp.
- Attends morning kickoff meetings to share schedule details, delegate responsibilities and discuss questions or concerns.
- Write a concise evaluation of camp schedules and activities each week detailing highlights, problems, tweaks, notes of interest, recommendations, and ideas to be provided to the Camp Director.
- Keep track of necessary supplies and equipment inventories, for upcoming activities.
- Responsible to assist Camp Director with the general atmosphere of the camp, stimulating staff and camper morale and enthusiasm, being aware of needs and problems.
- Follow & Implement the standards, policies and procedures set forth by Kidcam in the American Camp Association accreditation forms and toolkit.

Position Availability: late May - early August . Training & pre-camp meetings during the off-season - March-May.

Physical Demands & Working Conditions: Must be physically and mentally able to meet the challenges of navigating and working in destination based facilities.

Reporting and Relationships: The Program Manager of a Kidcam Camp reports to the Camp Director.

Required Knowledge, Skills, and Abilities:

- Experience working with children.
- Experience with creating dynamic activity schedules.
- Understanding of basic computer skills such as Word, Excel, Email, Internet.
- Ability to learn and manage the Kidcam Camp Management Software System on a daily basis.

Key Competencies:

Must be creative, flexible, servant-hearted and a team-player.

Belief that with the right support and access to quality programs and experiences, all young people are able to achieve at the highest level imaginable.

Self starter with a track record of success in achieving organizational objectives, including the conception and implementation of new program initiatives and supporting sustainability for existing programs.

Calm under duress and able to make critical decisions in a quick and logical manner to minimize risk and ensure the safety and well-being of participants and staff.

Education and Experience:

Bachelor's Degree or working towards a degree in education, recreation, camp management, social work, psychology, or other related and applicable field preferred..

Experience planning and leading groups of young people.

Compensation: Competitive salary, commensurate with experience.

Apply at: Kidcamcamps.com/work-at-camp/