

# **JOB POSTING**

## **Program Director - Summer Camp**

**POSITION OVERVIEW:** Camp Fire Central Texas is seeking a dynamic and experienced Program Director to oversee our Summer Camp programs. In this role, you will collaborate with staff, youth, parents, and volunteers to create and facilitate engaging and safe camp experiences.

### **RESPONSIBILITIES:**

- Plan, implement, and evaluate camp programs aligned with our goals.
- Ensure adherence to best practices and standards for safety and quality.
- Develop and oversee curriculum for various activities such as Archery, Arts and Crafts, Nature, Swimming, and more.
- Supervise evening programs, staff, and interns.
- Organize daily camp activities, including schedules, assignments, and equipment.
- Train staff on curriculum, safety procedures, and equipment use.
- Build positive relationships with parents, community partners, and campers.
- Submit required reports on time and participate in meetings and trainings.

### **QUALIFICATIONS:**

#### Required:

- Current CPR and First Aid certification (or willingness to obtain before employment begins).
- Experience with outdoor activities and teaching youth.
- Strong communication and organizational skills.
- Ability to work collaboratively and flexibly and adapt to changing priorities.
- Demonstrates the ability to self-direct by effective management of time and workload.
- Must be able to work effectively with a wide range of diverse young people.
- Candidate must be willing and able to uphold the values of Camp Fire while performing their job duties.

#### Preferred:

- 3-5 years of experience managing staff and programs.
- Bilingual in Spanish and English (preferred).

### **PHYSICAL REQUIREMENTS:**

- Able to lift up to 50 pounds and participate in camp activities.
- Must have average hearing and vision for safety and supervision.

### **WORKING CONDITIONS:**

- This is a full-time position, including occasional evenings, weekends, and overnight field trips.
- Travel to various school sites and conferences required.

**TO APPLY:**

Interested candidates should submit a resume, cover letter, and three personal or professional references, and salary requirements to [dougherty@camp-fire.org](mailto:dougherty@camp-fire.org). Applications will be accepted until March 20, 2024.

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**ABOUT US:**

For nearly 60 years, Camp Fire Central Texas has served youth and their families in the Austin area. Camp Fire picks up where school leaves off, serving youth through after school and school break day camp programs during the school year and day camps in the summer at Camp Balcones in Emma Long Park. We believe that the best youth development takes place in small group environments where youth have an opportunity to interact with adults and other youth in a safe, fun environment that allows them to develop personal skills and ongoing relationships with others in the group. We proudly serve over 400 youth annually. For more information, please visit: [www.camp-fire.org](http://www.camp-fire.org).

**The Camp Fire Commitment**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

People of color, people with disabilities, veterans, and LGBTQ2S+ candidates are strongly encouraged to apply. Camp Fire is committed to a diverse workplace, and to supporting our staff with ongoing professional development. Camp Fire is an equal opportunity employer and does not discriminate in its employment decisions.

Camp Fire provides reasonable accommodation to applicants and employees as required by law.

Applicants with disabilities may request reasonable accommodation at any point in the employment process.