

Setebaid Services,[®] Inc.

PROGRAM DIRECTOR

Job Description
(Seasonal Volunteer Position)

PURPOSE AND GENERAL JOB SUMMARY

The Program Director, communicating with the Camp Director, Assistant Camp Director, Medical Director, Camp Dietitians, and camp personnel, coordinates the general programming of the camp of Setebaid Services,[®] Inc. for children and/or teens with diabetes, and helps to hire, supervise, and evaluate the Program Educators and CIT Program Director, always working within the policies and budget set by Setebaid Services, Inc.'s Board of Directors. This position is an at-will, volunteer, seasonal (temporary), position.

QUALIFICATIONS

- At least 21 years of age.
- Experience in camp programming.
- Two years experience teaching program areas at camp.
- Supervisory skills
- Strong organizational skills

RESPONSIBLE TO Camp Director

RESPONSIBILITIES

1. Assist in hiring and training program staff in conjunction with Camp Director and/or Assistant Camp Director.
2. Develop, coordinate, and evaluate a camp "core" curriculum for younger campers and advanced program areas for older campers.
3. Coordinate and arrange for purchase of program area supplies.
4. Participate in and provide leadership for pre-camp training.
5. Participate in year-round planning for camp session.
6. Coordinate program area schedule during camp week.
7. Coordinate evening activities at camp.
8. Supervise and evaluate Program Educators.
9. Work closely with cabin personnel to schedule program areas for each cabin.
10. Be available to substitute for program area staff.
11. Schedule time off for program area staff working closely with Head Counselors who schedule time off for Counselors.
12. Participate in the general camp program.
13. Attend staff meetings during camp week.
14. Comply with personnel policies for camp staff.
15. Ensure the health and safety of all campers.

16. Participate in opening and closing camp.
17. Maintain necessary records and complete requested reports and evaluations.

JOB SPECIFICATIONS:

A. Physical Demands:

1. Good Physical and mental health, neat, clean, and well groomed.
2. Constant standing, sitting, and walking during working hours.
3. Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs.
4. Finger and hand dexterity necessary to use program equipment.
5. Visual, speech, and auditory acuity required to conduct activities.

B. Special Requirements:

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from camp, and to Committee meetings.
3. Available during the program 24 hours per day and as necessary for Committee Meetings.

C. Environmental Conditions:

1. Work will be conducted at the program site. Much of the work will be conducted outside in environments that are not climate controlled; some work will be in the outdoors where it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to the program site, to the Committee meetings and other places as necessary. Outside travel may be in extreme conditions of high or low humidity, rain, or fog.