

Program Director

Summary: The Program Director is responsible for overseeing the day-to-day programs of Camp Greenway and directly overseeing a group of Specialists. This position will oversee the program coordination, scheduling, and development of camp programs to ensure that high-quality programs are being delivered at camp every day. The Program Director is also responsible for helping ensure that all aspects of the camp run smoothly so that Camp Greenway can maintain top-of-the-line programming.

Commitment: This is a seasonal, summer position which includes 8 weeks of camp, 7 days of staff training, and 20 hours of pre-season virtual work with the Camp Director. Candidates must be able to commit to all weeks of in-person programming.

Minimum Requirements: Bachelor's Degree (or equivalent experience) required. Program/curriculum development, leadership, or camp experience preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Assistant Camp Director, Camp Director

Specific Responsibilities:

- Creates and, when necessary, facilitates programming across different areas of camp.
- Ensures program quality and consistency.
- Coordinates with Specialists to ensure all activities have guidance and leadership.
- Assists in programming when needed.
- Brings creative twists and fresh ideas to program areas.
- Mentors Specialists to create high-quality programming in their specialty area and serve as their direct supervisor.
- Orders program supplies as needed.
- Manages the care of physical facilities and equipment in all program areas.
- Provides formal and informal feedback to Specialists.
- Answers the camp phone and camp emails when needed.
- Assists in morning drop off and afternoon pick up.
- Coordinates other camp logistics with the direction of the Assistant Camp Director and Camp Director.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends staff training, morning meetings, leadership meetings, and clean-up days.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.

- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.