



Job Description

Job Title: **Assistant Program Director**

Classification: **Exempt**

Reports to: **Program Director**

Position Purpose:

To further the mission of Wildwood Ranch through the planning and delivery of program activities and events. Help design and deliver program activities that are safe, fun and appropriate to the campers' age and abilities. Assist in the management of the overall operation at the direction of the Program Director.

Essential Job Functions:

1. Deliver a fun program to campers.
 - Ensure lesson plans are prepared and implemented that meet camper outcomes and the abilities of the campers.
 - Evaluate and document staff's ability to deliver program to campers.
 - Deliver progressive program activities.
 - Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
 - Coordinate all camp program activities with other staff at the direction of the Program Director.
 - Responsible for the development and implementation of camper daily devotions and chapel services.
 - Responsible for coordinating and scheduling staff and guest chapel speakers for chapel services.
 - Responsible for initiating connections with churches for the further growth and development of Wildwood Ranch programs as well as creating opportunities for networking connections within our local community.
 - Seek to make spiritual formation a focus during staff training, camp activities, and overall camp community.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
 - Assist in the planning and implementation of staff training.
 - Provide guidelines for programs utilizing camp equipment.
 - Ensure campers and staff follow safety procedures in all program areas.
 - Ensure staff are following and implementing ACA guidelines, State standards, and proper safety procedures in all daily activities and program areas.

3. Assist in the management and care of the physical facilities and equipment.
 - Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
 - Ensure that program areas are kept free of hazards and debris.
4. Supervise and evaluate Activity Staff/Counseling Staff to develop and implement all facets of camp program activities.
 - Regularly monitor work of staff.
 - Provide feedback and guidance to staff.
 - Provide recommendations and concerns to Program Director regarding staff performances.
5. Assist in developing and implementing schedules and records for all areas of the camp program and facilities.
 - Assist in creating campers, group program, and activity schedules in conjunction with horse camps, day camps, and rental groups.
 - Assist in developing and supervising staff schedule for overnight programs and activities.
 - Collect and evaluate records; report and evaluate overnight camp program and activity areas.

Other Job Duties

- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- Provide ongoing programming ideas to programming team, counseling and activity area staff.
- Participate in continuing educational opportunities to further knowledge and experience as a camp professional. A minimum of 10 hours annually required, 5 of which can be acquired from attending one of either the ACA Midstates Conference or Michigan CCCA conference. Hours must be documented with CEU's or a narrative of conference / class / notes.
- Possess a willingness to be trained in other related skills beneficial to the camp program (i.e. archery, lifeguarding, high adventure, etc.).

Year Round Duties:

- Primarily responsible for the traveling to recruit seasonal staff.
- Assist with hosting rental groups (including weekend rental groups and outdoor education groups).
- Assist in maintaining buildings and activity areas as assigned.

Relationships:

The Assistant Program Director reports directly to the Program Director and will directly supervise the overnight counseling staff and at times, the activity staff.

Qualifications: (Desired Qualifications and Experience)

- Bachelor degree in a related field of study.
- Experience in administrative roles at a similar camp.
- Experience in the development and delivery of programs and activities for similar population.
- Current instructional certification in program or related experience.
- Current certification in first aid and CPR.
- Experience and/or certification in facilitating high adventure programs; specifically, in high ropes, zip lines, etc.

Knowledge, Skills, and Abilities:

- Training and experience in teaching programs to youth and children.
- Desire and ability to work with youth outdoors.
- Desire to work at a faith based and non-profit camp that serves a blended population of youth from various races, ethnicities, socio-economic statuses, etc.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skills levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physically able to obtain certification as an Adventure/Challenge Course facilitator.

Some physical requirements of a program position could be endurance including standings, some bending, stooping, and stretching. Requires hand-eye coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering programs in the facilities available. Operate with daily exposure to the sun and heat and varying weather conditions.