

TrueNorth Community Services

Camp Newaygo

Job Description



Job Title: Camp Newaygo Adventure Program Director
Department: Camp Newaygo
Reports To: Camp Newaygo Director of Programs
FLSA Status: Full Time Exempt
Prepared By: Scott Lakin
Prepared Date: 8/30/23

SUMMARY

To further the mission of Camp Newaygo through the development, planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the participant's age and abilities. Assist in the management of the overall camp operation at the direction of the Director of Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Deliver creative, innovative, fun program to clients through daily summer program for day camp and overnight camp, evening activities, school camp programs, rental groups, weddings, caterings, & community events
- In the summer camping season, direct the Co-ed Day Camp as well as oversee high adventure areas including the Camp Newaygo Ropes Course and Waterfront.
- Support the year-round operations of the adventure tripping program
- Grow year-round program rentals and income in partnership with the Director of Programs. Recruit new rental groups and develop systems to support communication and follow-up to maintain client relationships.
- Lead service delivery of off-site youth programming, including curriculum development
- Plan regular staff team building and enrichment activities, with the support of the Director of Programs, to provide opportunities for the year-round team to connect and strengthen cohesiveness
- Assist in facility preparation & host rental groups year-round including school groups, weddings, catering & family programs, which may include serving several nights a week on-call duty
- Assist in the delivery of off-site catering and volunteer coordination
- Assist with the implementation of an ongoing camp staff & camper recruitment, including distribution of program marketing materials, and presentations to targeted groups
- Develop & implement pre-camp staff training with the Director of Programs and program team
- Lead programming of of outdoor education groups, including training staff and volunteers, group communications, and program plan

- Regularly observe staff members at camp, providing coaching, encouragement, and necessary corrections
- Model, teach & uphold the Camp Newaygo code of conduct and protect the well-being of campers
- Support camp inquiry process to ensure excellent public relations and customer service
- Assist in the development and implementation of schedules for camp program & facilities year round
- Ensure camp staff & campers know and follow safety and educational procedures during camp programs
- Maintain necessary records and complete requested forms & reports
- Participate in year-round planning for camp
- Serve as the onsite leadership year-round, addressing community and emergency facility needs
- Serve as an agency ambassador promoting the programs & services of the TrueNorth in the community as appropriate

SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of seasonal program & event staff including staffing for Day Camp, Overnight Camp, Independent Contractors, Community Events, Conference Center, Rental Groups, Leaders-in-Training Staff, Environmental Education and New Initiatives as developed.

QUALIFICATIONS

- At least 21 years of age
- Associates or Bachelor's Degree in recreation, hospitality, outdoor education, or related field preferred
- Previous experience in a leadership role at a outdoor facility
- Previous experience in a year-round, outdoor education or camp facility
- Certified in Waterfront Lifeguard, CPR, and First Aid, Lifeguard Instructor, or ability to attain
- Experience & Certifications with High/Low Ropes Course

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, camper and guest correspondence, and procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

Certified in Waterfront Lifeguard, CPR, and First Aid or ability to attain

Certifications with High/Low Ropes Course or ability to attain

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to lift, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Camp Newaygo is based at 5333 S Centerline Rd, Newaygo, MI 49337. TrueNorth Community Services is located at 6308 S Warner Ave, Fremont, MI 49412. This position will be working from both locations with independent travel between locations required. Travel to other locations may be required on occasion.

This position will require working in heat, cold, snow, rain, wind, and other natural conditions. Essential job will be performed inside and outside, as well during daylight and at nighttime.

I, _____, have received, read and understand the **Adventure Program Director** Job Description.

(Signed)

(Date)