

## Program Manager Job Description

Job: Program Manager is a seasonal summer position only. Camp Marshall's Program Manager is responsible for ensuring Cloverbud, Mapleleaf, and Marshall programs run effectively and smoothly while also providing a fun and safe environment for all campers as well as other staff. The Program Manager will work closely with the Admin Team to ensure all programs are running smoothly, all program areas are safe and report any maintenance/issues as needed, and communicate needs for program supplies. The Program Manager will work closely with the counselors and other staff to help plan programming and provide guidance as needed. **Note - Admin has the right to change and alter this job description at their discretion.**

### **Job Responsibilities:**

- Work with the Admin Team for the planning for Marshall, Maple, and Cloverbud programs each week and making daily adjustments as needed.
- Work closely with the Admin Team prior to camp and throughout the training period to proactively create planning and scheduling in anticipation of each program needs
- Work with Admin Team on an ongoing basis to make real time adjustments to program plans and schedules to continuously meet program needs throughout camp sessions
- Maintenance of program materials, communicate with the Admin Team about any program material needs
- Inventory of all program materials/equipment as needed throughout the summer
- Ensure all material request forms are done by all needed staff members in a timely manner (week prior) and submitted in an itemized/quantitative to the Admin Team on time each week.
- Planning, setting up, leading/participating in evening activity each night with the exception of your off night.
- Communicate daily with the Admin Team to promote organizational transparency
- Ability to successfully manage, coordinate, and evaluate staff
- Covering an activity/class in emergency situations
- Work closely with Waterfront Director to plan special activities in the waterfront area
- Work closely with and have good/clear communication skills with all staff
- Observe all program areas regularly in order to provide feedback to both Staff and Admin
- Model all skills as required of Staff for which this position supervises
- Ensure all program binders are up to date for staff each week and that staff are keeping their class logs and program planning sheets up to date on a weekly basis.
- Take responsibility for a leadership role during all potential emergency situations, drills or actual situations.

- Communicate directly with staff on all schedule changes, program updates and staff coverage/needs as soon as possible.
- Clear and direct communication with all staff and Admin Team
- Other duties as needed and as assigned from Admin Team

**Job Requirements:**

- Must be at least 21 years old
- Must have a valid driver's license and reliable transportation
- Complete a CORI/SORI/NSOR (provided by Camp)
- Must be CPR/First Aid certified (Camp can provide certification if not currently certified)
- Have clear communication and organizational skills
- Previous management experience of at least 1 year.
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting a minimum of 50 lbs