



Program Director Job Description

About us

Camp Fire Georgia is a youth development organization that has been engaging youth through our summer camps, after school programs, teen leadership opportunities, and community events since 1923.

Helping young people become who they want to be takes time and encouragement. It takes paying attention to what sparks a passion. At Camp Fire, that's what we do. We help youth discover the exceptional people they are, now!

Our work environment includes:

- Growth opportunities
- Room and Board Provided
- On-the-job training
- Casual work attire
- Lively atmosphere

Position Description:

We are seeking a dynamic and enthusiastic Program Director for our upcoming summer camp program. As Program Director, you will play a pivotal role in overseeing and enhancing our teen leadership programs, ensuring the development and growth of future camp counselors. You will also help plan and execute all-camp activities throughout the week. This leadership position requires a strategic thinker with a passion for youth development, strong organizational skills, and the ability to create a positive and inclusive learning environment.

Responsible to: Camp Director and Assistant Director

Salary: \$700 per week; plus Room and Board

Work Location: 92 Camp Toccoa Dr. Toccoa, GA 30577

Duration: This is a commitment from May 29th to July 27th.

Qualifications:

- Must be 21 years of age or older
- Ability to work with young adults aged 18 and older

- Ability to work with older campers in the LIT/CIT program
- Dependable: this is a commitment for the entire summer camp season
- Ability to work collaboratively with the Leadership Team toward goals established by the Camp Director
- Ability to work outdoors and maintain a safe environment for staff and campers
- Ability to supervise, give direction, problem-solve, and give corrections. Also, understands when to ask for assistance
- Complete the following training prior to staff training: First Aid, CPR-AED.
- Optional training includes Lifeguarding, Climbing Tower, Wilderness First Aid

General Responsibilities: Develop and execute the LIT/CIT programs and all-camp activities; Provide support and guidance to cabin and day camp counselors, alongside other members of the Leadership Staff.

Specific Responsibilities:

- Program Coordination:
 - Assist in the planning, development, and implementation of the camp program, ensuring alignment with the camp's mission and goals.
 - Collaborate with counselors to organize and coordinate daily schedules and special events (i.e. Climbing Tower, Skit Nights, All-Camp Activities, and Council Fire).
- CIT/LIT Program Coordination:
 - Design and deliver training sessions for CITs and LITs, focusing on leadership skills, communication, conflict resolution, and camp policies.
 - Establish mentorship programs and initiatives to support the personal and professional development of CITs and LITs.
 - Work closely with other camp leaders, counselors, and program directors to ensure seamless integration of CITs/LITs into the overall camp community.
 - Live with a group of 6-8 teens during the CIT and LIT programs, guiding them in adjusting to camp life and activities
 - Supervise the campers' day, including wake up, Kapers (camp chores), Turtle Time (rest period), hygiene, and after-hours duties as assigned.
- Staff Supervision and Support:
 - Work alongside the Camp Director and Assistant Director to train and supervise camp staff.
 - Provide support and guidance to staff members, promoting a positive and collaborative work environment.
- Camper Safety and Well-being:
 - Implement and enforce safety protocols to ensure the well-being of campers and staff.

- Address camper concerns and incidents promptly and effectively, fostering a positive and supportive community.
- Administrative Duties:
 - Collaborate with the Camp Director and Assistant Director on administrative tasks such as record-keeping, staff scheduling, and communication with parents
 - Help with other administrative duties as needed (e.g. trading post management, picture taking/uploading, and mail distribution).

Other information:

The Summer 2024 Schedule is as follows:

- **Leadership Training: May 29th-31st**
- **Staff Training: June 2nd-8th**
- **Session 1: June 9th-15th**
- **Session 2: June 16th-22nd**
- **Session 3: June 23rd-29th (*Leaders in Training Camp*)**
- **[break – no session June 30-July 6]**
- **Session 4: July 7th-13th**
- **Session 5: July 14th-20th (*Counselors in Training Week 1*)**
- **Session 6: July 21st-27th (*Counselors in Training Week 2*)**

To apply, please email a resume, cover letter, and three professional references to employment@campfirega.org. Please feel free to email any questions as well.