



BETHEL HORIZONS FOUNDATION, INC - MADISON, WI

Job Description:

Summer Camp Program Director

POSITION SUMMARY

This person oversees all aspects of the Summer Camp Programs at Bethel Horizons including coordination and implementation. The Executive Director may call upon this person to help with administrative duties as seen fit.

AUTHORITY AND RESPONSIBILITY

The Summer Camp Program Director is accountable to the Executive Director for the quality and delivery of work produced. The Summer Camp Program Director will work with individual Program Directors and other camp staff as needed for various tasks. The Summer Camp Program Director will supervise all summer camp staff and volunteer positions to support their work.

HOURS

PART-TIME/FULL-TIME: Full-Time

LOCATION: Bethel Horizons – Dodgeville, WI

HOURS PER WEEK: 40+

COMPENSATION: Commensurate with education and experience

MAJOR RESPONSIBILITIES

Administrative

- Coordinate all aspects of the Summer Camp Program
 - Coordinate staff recruitment in hiring around 35 summer staff including international staff including navigating necessary application software
 - Assist with the devotion development along with Bethel Lutheran Church staff
 - Develop weekly schedules for each of the summer camp programs including booking of spaces, vehicles and program materials for each week
 - This position will work to create content that can be used to market the Summer Camp Program working with the Marketing & Development Director
 - This position will regularly review the website to make sure material is updated and will create new content for the website as needed
 - Plan and implement staff training for all staff (including weekend junior staff training who cannot make traditional staff training)
 - Plan and implement Program Coordinator training prior to traditional staff training
 - Keep Executive Director informed of all significant happenings for these programs
 - Provide all year round staff scheduling updates through the Google calendars and weekly staff meetings
 - Develop and maintain an annual budget for the Summer Camp Program
- Manage all paperwork such as incident reports, health forms, etc. in coordination with the Executive Director and Office Manager

Program

- Assign staff assignments for each week by Thursday of the week prior in coordination with the Program Coordinators
- Lead Sunday Meetings and Check-Ins for both seasonal staff and communicate weekly happenings with all staff members
- Lead Friday Check outs and make sure that all campers are leaving with an approved person with their medications, canteen items, lost and found and personal items. In addition, make sure all summer staff have been assigned to Friday cleaning jobs
- Coordinate vehicle (vans and bus) schedules each week and post these in the Prairie Center office
- Provide support for Program Coordinators who are running each of the week long programs
 - Check ins with this group should happen daily
 - One on one meetings should happen each week
 - Assist them in supporting the counseling staff
 - Assist in mediating any conflict that arises with staff members
- Provide support for the In Camp Staff (Camp Health Supervisors, Cooks, Housekeepers, Maintenance, Lifeguard, Naturalist, Artist, Musician, etc.)
 - Check in with this group should happen on Sunday to plan the week
 - Daily check ins should happen during lunch as needed
 - One on one meetings should happen at least every other week
- Assist with all programming aspects of summer camp as needed
- Become familiar with the population that we serve in summer camp
- Assist with Adventure and Environmental Education Programs as needed during the spring and fall.
- Insure that all summer camp programs meet the requirements of ACA

General

- Maintain membership with American Camp Association (ACA) and Lutheran Outdoor Ministries (LOM)
- Stay up to date on industry standards for Summer Camp through ACA
- Participate in appropriate staff development opportunities to continue to grow and develop
- Assist with other duties as assigned

QUALIFICATIONS

- Willingness to work in an environment committed to fostering a better understanding of God, Self, Others and Nature.
- Holds or willing to obtain First Aid/CPR Certification is required (Wilderness First Responder Training preferred)
- Having Lifeguarding certification is preferred
- 3 years of experience in supervising staff and coordinating programs preferred
- Ability to take initiative is required
- Strong organizational skills required

WORK ENVIRONMENT and Job Specifications

- Primarily perform work in an office, camp, retreat center environment
- Required to live on site for duration of staff training and summer camp; year round housing is an option
- Occasionally work with live animals as needed to support the Environmental Education programs

- Occasionally work at heights on the ropes course and cliffs for programming
- Frequently drive supplies and people from main camp to other areas of the property
- Frequently lead hikes through Bethel Horizons trail system including cliff scramble
- Frequently move around the camp, retreat center, and office, and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds

ABOUT BETHEL HORIZONS

Bethel Horizons is a year-round facility located on more than 548 acres of prairie, forests, wetlands and valleys bordering Governor Dodge State Park. Through its outdoor summer camp, retreat and event center, adventure courses, nature experiences and art education campus, it endeavors to develop and perpetuate a physical, social, intellectual, and spiritual environment which will strengthen and enhance the understanding of a person's relation to God, Self, Others, and Nature. The population that we serve for summer camp comes from a diverse set of socio-economic backgrounds. Horizons is affiliated with Bethel Lutheran Church-ELCA, Madison, Wisconsin and accredited by the American Camp Association. It is a member of Lutheran Outdoor Ministries, an association of ELCA camps across the country.

www.bethelhorizons.org

OTHER:

We are an equal employment opportunity employer. We encourage applications from individuals who will help us create a more inclusive Bethel Horizons by: (1) further diversifying the staff; and/or (2) demonstrating experience serving diverse populations and working successfully with diverse colleagues; and (3) showing interest in developing initiatives to address the needs of a diverse student, faculty, staff and community.