

LAKE GREELEY CAMP

A private co-ed summer camp in the Pocono Mountains

Winter Office

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Elective Program Director

Desired Qualifications: Degree or Higher.

Experience: Excellent Computer Skills.

Responsible to: Assistant Director in Charge of Programming.

The Program Director is expected to be a team or group worker in helping to carry out the principles and policies as well as the objectives of Lake Greeley Camp.

Areas of Responsibility:

Be responsible for the scheduling of campers and staff in our daily activity program.

Orientation:

During the summer the Elective Program Director, along with the Assistant Elective Program Director will be running the daily elective program. This includes planning and creating rosters for the activities, scheduling staff members, and ensuring that the campers receive the correct amount of Extra Fee Activities. The Elective Program Director is the overall staff person in charge of the Elective Program.

Daily Program:

The Elective Program Director will monitor each specialty area. This includes visiting each activity site in operation at least once per day. An evaluation of instruction and supervision should be made along with the submission of attendance reports. The Elective Program Director will also meet with Specialty Instructors each day to advise, outline goals and determine the status of equipment and supplies.

The Elective Program Director, with help from the Athletic Director and Assistant Program Director, will evaluate the counselor staff in their role as instructors.

Evening Program:

The Elective Program Director will work with the evening Program Supervisors in setting up, organizing and preparing evening activities.

Special Events:

The responsibilities of the Elective Program Director relating to Special Events are the same as those mentioned in the Evening Program.

The Program Director is responsible for...

- a) Preparation and Promulgation of safety regulations for activity sites.
- b) Seeing that instructors are maintaining clean activity sites.
- c) Bringing their own watch and clipboard for use in their employment.
- d) Assisting in other duties as directed by the Camp Director.

This job description is part of your employment contract. Please bring it with you when you arrive at camp. Your responsibilities will be reviewed more during our orientation period.