



MDSC JOB DESCRIPTION

Program Director

General Summary	Under guidance and approval of the Camp Director, plans and directs the daily program of the Metropolis of Detroit Summer Camp, overseeing all activities and staff and ensures the health and safety of the campers. Works within the framework of the program, policies, standards and expectations of the Greek Orthodox Church, State of Michigan Licensing & Regulatory Affairs agency, American Camping Association and the Metropolis of Detroit Summer Camp Board of Trustees.
------------------------	--

Principle Duties & Responsibilities	<ol style="list-style-type: none"> 1. Provide an example of Christian behavior and language to all campers and fellow staff. 2. Prior to camp, develops a plan of camper activities for each week of the camping season. 3. Communicates the daily activities of camp through the bulletin board, staff meetings and by announcements throughout the camp day. 4. Keeps the camp program running on the schedule provided by the Director/Assistant Director, including ringing the wake-up “cowbell” and ringing of bells according to the schedule. 5. Assigns staff to coordinate or assist in activities and events on a daily basis. Instructs staff of their responsibilities for each event. 6. Organizes all equipment and or supplies needed for special events, and prepares/sets-up activities well in advance. 7. Supervises all camp-wide activities and activity areas. 8. With other assigned staff, plans and executes all off-camp activities including canoe trips, hikes, etc. 9. Monitors weather conditions when planning outdoor activities, especially activities related to the waterfront or other water areas. 10. Keeps inventory of materials and supplies needed for camp season activities. Notifies Camp Director of shortages. 11. Assists Camp Director with related staff training programs. 12. Maintains standards for health and safety of campers as related to all planned activities. 13. Plans after-hours activities for staff members. 14. Evaluates program activities on a weekly basis and makes adjustments as necessary. 15. Promotes high staff and camper morale. 16. Assists with preparation for annual inspections. Meets with and State of Michigan inspectors, as necessary, during annual visit. 17. Assists with activities in opening and/or closing the camp. 18. Any other duties as requested by the Camp Director/Assistant Director.
--	---

Skills Required	<ol style="list-style-type: none"> 1. Ability to lead and oversee staff of all ages and levels of experience. 2. Ability to work with children of all ages, understand their interests, and apply that to the development of the program. 3. Ability to coordinate the daily program activities of the camp throughout the summer. 4. Ability to evaluate the camp program activities objectively, and make necessary decisions and changes with approval of the Camp Director. 5. Ability to work long hours, in an outdoor setting, requiring regular physical activity, standing for long periods.
------------------------	--

	6. Ability to be organized, highly punctual and to successfully allocate and manage time
Working Conditions	<ol style="list-style-type: none"> 1. Outdoor setting, with varied summer temperatures. 2. Back-up responsibility for all camp operations.
Minimum Level of Preparation and Training	<ol style="list-style-type: none"> 1. Must be a minimum of 19 years of age and completed at least one year of college/university. 2. Valid driver's license. 3. Two (2) years or more of camping experience, including previous counselor experience. 4. Experience in leadership roles. 5. Completion of Archdiocese Youth Protection Online Training 6. Certified in Basic Life Support (BLS) and cardiopulmonary resuscitation (CPR) by the American Red Cross or American Heart Association preferred
Reporting Relationship	Reports to the Camp Director and Assistant Camp Director.
Subordinates	None, but provide direction to Counselors and CITs to support program activities.
Salaried	Yes