



<b>Job title:</b>	Program Director
<b>Location:</b>	Conshohocken, PA
<b>Job type:</b>	Year round – Full-time during camp and part-time during the off season
<b>Reports to:</b>	Camp Director
<b>Employment dates:</b>	Orientation, June 6-7, 2026 (attendance required) Camp, June 29 - August 14, 2026 *
<b>Schedule:</b>	Monday – Friday, typically 10:00 a.m. – 6:00 p.m. (hours may vary based on program needs) This is a seasonal, on-site position with occasional evening or weekend commitments.
<b>Compensation:</b>	Starting hourly rate is TBD

## OVERVIEW

The Program Director oversees the design, implementation, and evaluation of all camp programs, ensuring campers have a safe, engaging, and developmentally appropriate experience. This role works closely with the Camp Director, Assistant Camp Director, and administrative staff to maintain high-quality programming and align daily activities with the camp’s mission and goals.

The Program Director serves as a visible leader in program areas, supporting staff, guiding curriculum, and ensuring smooth implementation of activities. The ideal candidate is creative, organized, and collaborative, able to lead program staff while maintaining a safe and supportive environment for campers.

## RESPONSIBILITIES

### Program Design & Curriculum

- Develop and oversee the daily camp schedule, ensuring a balance of recreational, educational, and social-emotional experiences
- Design age-appropriate curricula, themes, and special activities for campers
- Monitor camper engagement and make appropriate adjustments to programming
- Evaluate overall program quality and recommend new initiatives or enhancements

### Staff Guidance & Training (Program-Specific)

- Supervise specialists and activity leaders, providing guidance specific to program delivery
- Coordinate and deliver training for program staff to ensure safe, inclusive, and effective program implementation
- Promote positive team morale and develop incentives to support staff motivation

### Program Operations & Collaboration

- Work closely with the Assistant Camp Director and Camp Director to ensure seamless implementation of the daily schedule and program activities

- Support camp-wide events, operations, and special activities related to programming
- Collaborate with leadership to set program goals and evaluate outcomes

#### **Safety, Compliance & Records**

- Ensure all program areas follow health, safety, and risk management policies
- Maintain accurate program records, including schedules, incident reports, and staff documentation

#### **Family Communication**

- Collect and compile weekly blogs from counselors and produce/distribute the weekly blog to families, highlighting program experiences and successes

#### **QUALIFICATIONS**

- Minimum age: 21
- Bachelor's degree in Education, Recreation, Child Development, or related field preferred
- Minimum of 2 years of experience in camp leadership, program management, or a related field
- CPR and First Aid certified, or willing to obtain prior to the start of camp
- Strong organizational, communication, and leadership skills
- Successful completion of all criminal and child protection screenings

#### **PHYSICAL REQUIREMENTS**

- Ability to work in an active, outdoor environment with exposure to sun, heat, and variable weather
- Frequently walk, stand, and move throughout camp facilities
- Ability to participate in camp activities, including time in swimming areas

#### **APPLICATION PROCEDURE**

Please create a profile and complete the online application at [https://miquondaycamp.campmanagement.com/p/register\\_staff\\_m.php](https://miquondaycamp.campmanagement.com/p/register_staff_m.php).

Applications will be reviewed and considered until all positions are filled.