



<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 22 - 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 other administrative staff to maintain high-quality programming and align daily activities with the camp's mission and goals.

## RESPONSIBILITIES

- Develop, plan, and oversee the **daily camp schedule**, ensuring a balance of recreational, educational, and social-emotional experiences.
- Design and implement **age-appropriate curricula, themes, special programs, and activities** for campers.
- Collaborate with the Camp Director and Assistant Camp Director to **set program goals, monitor outcomes, and evaluate initiatives**.
- Supervise program staff, including specialists and activity leaders, providing **guidance, support, performance feedback, and morale-building incentives**.
- Coordinate and deliver **training for program staff** to ensure safe, inclusive, and effective program delivery.
- Monitor **camper engagement and satisfaction**, adjusting programming as needed.
- Ensure all program areas comply with **health, safety, and risk management policies**.
- Collaborate with administrative staff to support **registration, attendance, and program data tracking**.
- Maintain accurate **program records**, including schedules, incidents, and staff reports.
- Support **camp-wide events, operations, and special projects**.
- Collect, compile, and produce the **weekly camp blog** from counselors to distribute to families.

- Serve as a **role model and leader** for both staff and campers, contributing to a safe, supportive, and positive camp environment.

## **QUALIFICATIONS**

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

## **PHYSICAL REQUIREMENTS**

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