



Camp Quality USA Program Director Position Description

Job Title: Camp Quality Michigan Program Director **Reports To:** Executive Director

Status: Exempt

Salary/Pay Rate: \$40,000 to \$45,000

Position Type & Expected Hours of Work: Fulltime – Deployed

Summary:

The primary task of the Program Director is to manage all aspects of multiple summer camp(s) and year-round programming for Camp Quality Michigan, under the direction of the Executive Director. Key responsibilities include ensuring quality and access to programs, and adherence to all policies, guidelines, and standards. Responsibilities include ensuring quality and access to programs, and adherence to all policies, guidelines, and standards.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Abides by and enforces all Camp Quality USA policies and guidelines in the Administrative Policies and COC Manual, Healthcare Manual, Accounting Manual, and Volunteer Training Manuals
- Under the coordination of the Executive Director and assists with fundraising events
- Supervises and works closely with the Camp Directors and Camp Organizing Committees (COC) for all summer camp and year-round programming
- Oversees all aspects involved in volunteer and camper recruitment and planning for summer camp and year-round programming
- Is present and directs all programming and camp operations when camp is in session with support from the Executive Director and COC
- Works with the Executive Director and in coordination with the Camp Directors in resolving issues.
- Works within the approved budget
- Reviews all contracts for camps and events and forwards to the Executive Director for review, approval, and signature
- Works with Executive Director/COC on policies, standards, and accreditation

Additional Duties:

- Builds relationships within their state, region as well as with other Camp Quality USA camps and CQUSA to exchange ideas, share resources, and build support networks
- Works beside the Executive Director to assist with fundraising efforts
- Encourages the volunteer staff to promote local camps and programs – seeking campers, volunteers, fundraisers, and overall awareness
- Contributes to community awareness and understanding of Camp Quality USA
- Continuously supports the Mission and maintains the Culture of Camp Quality USA
- Attends staff meetings and required events
- Other duties as assigned

Supervisory Responsibility:

This position supervises Camp Directors in all camp locations.

Work Environment:

The work is both inside in a home office/remote work environment and outside in heat/cold, wet/humid, dry/arid conditions. The employee needs to be able to work in an environment exposed to environmental allergens including but not limited to dust, mold, and pollen. The noise level in the work environment is usually moderate.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is regularly required to lift and/or move items that weigh up to 50 pounds. This is an active role that regularly requires reaching, standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing stairs. The employee is frequently required to walk outside on uneven ground. This position also requires sitting at a desk for extended periods of time. Extended computer use is required.

Travel:

Travel is required to attend camps, programs, events, and meetings, as assigned.

Required Education and Experience:

Bachelor's degree preferred and five or more years of nonprofit program leadership and staff management.

A minimum of 4 years' experience developing, leading, and executing successful youth-based programs

Excellent computer skills including MS Excel and data entry.

Possesses good organizational skills and attention to detail.

Ability to analyze and deal with complexities.

Works well with minimal supervision as well as the ability to effectively collaborate with others.

Additional Eligibility Qualifications:

Must pass background check.

Ability to work from a home-based office.

Interested candidates should apply by forwarding a cover letter, resume' and three references to:

joinourteam@campqualityusa.org.