

Jameson Camp Program Manager Job Description

Purpose:

The Program Manager will head our camper recruitment and registration programs, leading the team in our interactions and relationships with camp families. The position will also hold leadership roles in both Jameson's Summer Camp and Outdoors programs.

Responsible to: Program Operations Director

Required Qualifications

- Bachelor's degree in a related field such as social work, recreation, education.
- Three years' experience working with youth/families, ideally including youth/families experiencing social and/or emotional challenges (e.g. Autism, ADHD, poverty, etc.).
- Must have a strong interest in working with youth ages 5 – 18.
- Be capable of working flexible hours, weekends included; be willing to take on an increased time commitment in the Summer months (May – August); and have dependable transportation.
- Must have **strong communication and interpersonal skills** and enjoy working with a variety of populations including children, teens, parents, and community partners.
- Individual must be **welcoming, friendly, & open-minded**. Able to grow & foster positive community relations with camper families, community partners, and camp staff/volunteers.
- Must be **scrupulously organized, dependable**, keep accurate records, and **possess self-initiative**.
- Individual should be able to work independently and take ownership of a breadth of responsibility while remaining organized and prioritizing tasks.
- **Interest and passion for community-building** and bringing people together.

Preferred Qualifications

- Prior experience supervising others.
- Prior background in camp programming, outdoor education, and/or challenge course/team-building programming.
- Applications for both, those willing to serve residentially in the Summer months, and those interested in non-residential capacity, will be considered. Summer residential service preferred.

General Responsibilities:

- Manage & lead Jameson's Summer Camp recruitment & registration programs.
- Efficiently handle camper records, database management, and family contacts.
- Recruit and supervise a seasonal Families & Communications Specialist, interns, and volunteers, in various roles with our recruitment & registration programs.
- Seek and develop strategic partnerships that advance our programming.
- Manage & lead first point of contact with camp's Outdoors Programs to include agreements & billing.
- Provide leadership in Outdoors Programs management, especially in the August – November months.
- Support leadership of Summer Camp programming in a specific role: e.g. Youth Leadership, Aquatics, Food Service, Health Services, and/or co-Staff Training Supervisor.
- Assist with grant and funder reporting.
- Assist in camp's weekend coverage responsibilities.
- Support the leadership team's work in certification committee processes.
- Support the leadership team's work with our year-round Youth Leadership program.

Jameson offers a competitive salary and benefits package, to be partially based on experience.
Deadline for application: February 20, 2019

Submit resumes with cover letter to tim@jamesoncamp.org
or to

**Director of Camp Operations, Jameson Camp,
2001 Bridgeport Rd., Indianapolis, IN 46231**

Equal opportunity employer. No phone calls please.