

JAMESON CAMP

Program Manager Job Description



Position Summary

The year-round program at Jameson Camp consists of 8 weeks of summer camp complemented with environmental education field trips and facilitated teambuilding experiences during the school year. In this full-time, exempt role, the Program Manager will collaborate closely with the Program and Camp Director (supervisor) and seasonal staff (direct reports) to provide engaging programming to youth and adults alike. Jameson Camp is accredited by the ACA (American Camp Association) and the Program Manager will ensure program operations align with ACA standards and best practices.

As Program Manager, you will:

- Develop and deliver school field trip programs that connect youth to the natural environment
- Serve as an assistant camp director during the summer season
- Assist with the recruitment, screening, interviewing, hiring, and management of summer camp staff
- Work with teachers and school administrators to plan and execute environmental education field trips
- Manage seasonal staff members to deliver school-year programs
- Assist in the training and professional development of summer camp staff
- Be responsible for the nature and arts education center and its contents
- Work with external program partners such as the Indiana Department of Natural Resources, Audubon Society, etc
- Facilitate ground-based and high-ropes (challenge course) teambuilding programming
- Collaborate with the Program and Camp Director on summer camp program planning and execution
- Assist with the promotion and marketing of programs offered at Jameson Camp
- Pitch in as needed with other tasks and responsibilities as directed

You will be successful in this role if you:

- Have a passion for youth development and are eager to work outdoors with young people from a variety of backgrounds
- Can develop and deliver engaging environmental education programming
- Are organized and can manage daily operations along with long-term planning
- Believe in the magic of summer camp
- Have knowledge of Indiana flora, fauna, and ecosystems
- Have experience facilitating teambuilding experiences OR are excited to learn how to do so
- Are reasonably comfortable working at heights of 20+ feet off the ground
- Recognize that the role may require staying on-site overnight in private housing during the 8 weeks of summer camp

Skills important to this role:

- Flexibility/Adaptability
- Diversity, Equity & Inclusion Awareness and Emotional Intelligence
- Creativity/Enthusiasm
- Patience/Compassion
- Problem Solving/Critical Thinking
- Clear and Effective Communication
- Conflict Resolution

Qualifications

- Must be at least 21 years of age
- Must be able to pass a background check
- A 4-year degree is preferred. Must have a high school diploma or equivalent
- Must be proficient with Microsoft Office
- Must possess a valid driver's license and insurance, and meet the criteria to be an authorized driver on camp's insurance
- Current certifications in CPR/First Aid, lifeguarding, ropes course operation, Leave no Trace, etc are valued but not required
- Ability to lift 40 lbs
- Ability to safely (learn to) belay participants on a climbing wall or high ropes course
- Ability to traverse over different types of terrain. Jameson Camp has 135 acres, some of which are only accessible on foot. Part of this position will be taking children on nature hikes and creek stomping.

Last Updated 09/06/2023

**Benefits**

- Annual compensation of \$36,000-\$42,000
- Employer-sponsored health insurance
- 403(b) retirement plan with employer match
- Group life insurance
- Generous paid time off
- Seasonal on-site housing

To Apply

Email a resume (required) and cover letter (optional) to Zach White, Program and Camp Director, at:

zach [at] jamesoncamp [dot] org