



PROGRAM DIRECTOR

Residential Position

CONTRACT DATE: May 31 - August 11, 2023 **SALARY:** \$4000/season + \$500 Completion Bonus
TIME OFF: Friday pm - Sunday am **REPORTS TO:** Executive Director
HOUSING: Dormitory/Cabin style (inside bathroom, with electricity and hot water)

The Program Director is responsible for the creation and implementation of the various recreational schedules and special events for the summer camping programs at Grotonwood.

RESPONSIBILITIES:

- Plan, implement and manage multiple camp schedules, sports, activities and special events
- Plan and prepare schedule/activities modifications/continuity in accordance with weather/feedback
- Train, manage and motivate a team of Program Instructors
- Evaluate program quality and success, continuously to meet desired standards
- Ensure local laws and regulations are followed in accordance with Staff Policy Manual
- Assist with de-escalation of conflict situations among campers and staff
- Follow all camp policies and procedures and hold staff accountable to the same
- Work closely with the Camp Director to plan and implement special events such as 4th July and Christmas in July

QUALIFICATIONS:

- Certification in High and Low Ropes
- Level 1-2 Archery USA Certified
- Lifeguard Certified
- Dynamic, over-the-top personality with high levels of energy
- Ability to command the attention of a large group of people
- Ability to work independently, and as part of a team – ability to delegate and use professional judgement
- Actively demonstrates commitment to Christ
- Ability to facilitate games and activities, relay rules and directions concisely (public speaking)
- Ability to remain calm and in control in pressured and fast paced environment
- Ability to deliver against established deadlines/metrics
- Physical ability and stamina to participate in all camp activities in hot/humid conditions

REQUIREMENTS

- 21yrs + with 2yrs applicable experience in summer camp program management, outdoor recreation, events management, teaching, youth ministry or similar
- 2yrs experience in a management or supervisory position leading a team
- Ability to pass background checks and provide 3 positive references
- Good comprehension of American English language (written and spoken)
- Proficient in use of Microsoft Office Suite (Excel/Word/PowerPoint) or similar

BENEFITS: \$500 completion bonus, paid overtime available, all meals, accommodation, airport pick-up and drop off if needed, WIFI, laundry facilities, staff uniform, work out room, use of facilities outside of working hours, weekend transportation for planned staff day-trips, and living in a multicultural and diverse Christian community with people from all the world.

PHYSICAL DEMANDS OF THE JOB: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close

vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift camp equipment and janitorial products and supplies, up to fifty pounds.

REPORTS TO: Resident Camp Director, Executive Director

ABOUT GROTONWOOD CAMP & CONFERENCE CENTER: Grotonwood is a Christian camp and retreat center located on Lost Lake in Groton, Massachusetts. Grotonwood has offered day and overnight Summer camps for youth, families, and adults with intellectual and developmental disabilities since 1956. Our goal is to introduce people to the love of Jesus, and encourage them to grow in relationship with Him. At the heart of this life changing experience is the staff, committed Christians who want to live out an example of a life changed by Grace. In this context, through fun and fellowship, lives are transformed and hearts are renewed.

EQUITY STATEMENT: Grotonwood actively promotes a culture that is free from bias and injustice. We are committed to removing institutional and systemic barriers that result in oppression and racism. We are and will continue to serve and be accountable to marginalized and underserved communities, and for creating equitable and sustainable programs where social and restorative justice is woven into every facet of our ministries.