

# Program Head

## Hidden Villa Summer Camp

Hidden Villa Camp is dedicated to promoting multicultural understanding and environmental stewardship. We instill in our campers a sense of responsibility towards the earth, and provide the tools to positively affect the earth and the people who inhabit it.

### Desired Qualifications:

- Previous camp staff experience
- Current CPR and First Aid certifications
- Ability to creatively schedule programs, facilities and staff
- Ability and experience in supervising youth programs
- Ability to coach and give feedback to a diverse staff
- Excellent communication skills
- Desire and ability to work with children in an outdoor setting
- Strong interest in developing camp programs
- At least 21 years of age
- Good character, integrity, flexibility

### Responsible To:

Camp Directors

### General Responsibility:

Responsible with co-program head for managing one of the four programs (Day Camp, Tipi Camp, Resident Camp, Farm and Wilderness Camp) which includes supervising counseling staff, counselor interns (1<sup>st</sup> year counselors in training), and all campers in that program. Program heads also serve as part of the all camp management staff.

### Specific Responsibilities:

1. Participate in pre summer online training.
2. Supervise all staff in your camp.
3. Oversee scheduling of activities for each camp session.
4. Coordinate time off for staff in your camp.
5. Ensure the health, safety and well-being of all campers in your camp.
6. Conduct written and oral evaluations of staff.
7. Work with Director when there are camper adjustment or discipline problems.
8. Attend Program Head Training and be an active leader in All Staff Training.
9. Train the staff in your program on specific activities and teaching techniques for your camp.
10. Sleep on-site in assigned living space; unless on scheduled night off.
11. Incorporate ACT program participants (1<sup>st</sup> & 2<sup>nd</sup> year Counselors in Training) into your program with on the job training and mentoring
12. Serve as a member of the all camp management team.
13. Produce a written report at the end of the summer.

### Essential Functions

1. Ability to train and supervise staff and assess ability and skill levels appropriate to lead activities.
2. Abilities to observe camper behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.

Base Salary: \$325 per week + DOE. Room and board.