

## JOB ANNOUNCEMENT Camp Program Manager

Hidden Villa is an educational organization that uses its farm, wilderness and the surrounding community as the context for teaching and learning while emphasizing environmental education and social responsibility. Our mission is to inspire a just and sustainable world through our programs, land, and legacy. Hidden Villa is a private, nonprofit organization with over 60 years of history and an excellent reputation.

Hidden Villa Summer Camp works to bring youth together from different racial and economic backgrounds and engage them in experiential education on social and environmental justice while promoting multicultural understanding. Summer camp serves 1200 day and residential campers each summer and employs about 60 seasonal staff.

### GENERAL RESPONSIBILITIES

The Program Manager works collaboratively with Camp Administration for the preparation and implementation of the Summer Camp program. The Program Manager has special responsibilities in the area of staff development and provides management support to supervisory staff in all programs, including auxiliary staff. During the summer, the Program Manager lives on-site. The Program Manager supports Youth Development program activities during the fall and winter months.

### SPECIFIC RESPONSIBILITIES INCLUDE

- Collaborative with year-round Camp staff to implement all Summer Camp operations
- Recruit, interview and hire summer camp staff and participate in intern hiring process. Work with partnerships that facilitate recruitment.
- Plan and implement Leadership Team and All Staff Training in cooperation with Camp Administration
- Develop and maintain a professional relationship with interns and camp staff to encourage retention
- Mentor interns, manage intern summer job choice, summer camp Externships and provide necessary support
- Support practiced ACA standards and participate in yearly operational evaluation
- Conduct written evaluations of Leadership Team staff, and coach as necessary
- Develop and implement policies and procedures; monitor safety and ensure adherence to policies as they pertain to the supervision of campers and staff
- Work with Camp Administration, parents, and Program Heads when there are camper adjustment or discipline problems
- Help promote an atmosphere for developing good moral and well-being among the camp staff
- Supervise risk and safety for all of camp, particularly evening programs
- Manage Summer Camp's online social networking of new and alum staff
- Coordinate camp activities with other departments as needed
- Lead and develop curriculum for Youth Development programs. Oct - Dec 2 days a week; Jan - March 1 day a week.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### MINIMUM QUALIFICATIONS

Experience with supervising and training staff and ability to assess skill levels appropriate to lead activities is required. Ability to observe camper behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques. Must be a self-starter, be able to work independently and be able to work calmly and maintain attention to detail under pressure and shifting priorities. Must excel at working with young adults to motivate and inspire with professionalism. Must be computer literate with a proficiency in MS Office programs and database applications. A Bachelors Degree and/or 2-4 seasons experience in program management and supervision is required. Must be able to lift up to 40 lbs. Must be willing to live on-site during summer.

### TERMS OF EMPLOYMENT

This is a full time, exempt position for 48 weeks with salary DOE. Hidden Villa provides a benefit package that includes vacation and sick leave; medical, dental, acupuncture/chiropractic, retirement, and life insurance benefits. Documentation establishing your right to work in the United States is required along with submission of fingerprints and the subsequent successful background check and response. Hidden Villa is a nonsmoking environment. Hidden Villa is a dog friendly environment.

HOW TO APPLY: Please e-mail your resume with cover letter to: [jobs@hiddenvilla.org](mailto:jobs@hiddenvilla.org)

**Hidden Villa is committed to diversity in our workplace. We do not discriminate on the basis of sex, race, color, age, sexual orientation, national origin, religion, creed, ancestry, disability or veteran status.**