



120 Howeville Road Fitzwilliam, NH 03447 | [www.fleurdeliscamp.org](http://www.fleurdeliscamp.org) | 603.585.7751

## SEASONAL JOB DESCRIPTION

**POSITION TITLE:** Program Activities Director

**REPORTS TO:** Assistant Director

**PURPOSE:** To oversee designated program activity areas of camp and have primary responsibility for creating the program schedules. This position is a member of the administrative team.

### PRINCIPLE DUTIES:

#### 1. All-Camp Responsibilities:

- a. Participate and assist actively in pre-camp training. Role model adherence to procedures and policies of camp and embodying camp's values, mission and culture during the summer season.
- b. Create a welcoming community for every individual at Fleur de Lis including campers, parents, alumnae, perspective campers and all visitors. This welcome community is emphasized by significant attention to parents/family of campers in your tent/cabin on Opening Days, Visiting/Family Days, and Closing Days.
- c. Foster a camp community spirit centered around caring and respect. This includes caring and respect for the physical buildings and environment of camp and all the individuals who make up the camp community.
- d. Participate and encourage enthusiastic participation from all campers, CTs (Counselors-in-Training) and staff in all camp programs, activities, traditions, and safety rules in a supportive, caring and fun environment.
- e. Mentor, support and discipline behaviors as necessary for all campers and CTs.
- f. Communicate with Counselors, Unit Heads, Administrative staff, and the Nurse if support is needed or if there are any concerns for any camper.

#### 2. Program Activities Responsibilities:

- a. Assist in opening up camp for the season, specifically the various program activity areas (excluding waterfront), including inspection and set up of equipment and supplies.
- b. Coordinate trainings for seasonal staff including specific skills training, developing lesson and progression plans, teaching techniques, behavior management and problem solving in activities, and training in safety requirements and emergency procedures specific to activities.
- c. Assess and document preseason and summer training of staff.
- d. Conduct regular observation of staff teaching/leading activities in-season and provide feedback both verbally and through completing written observation forms.
- e. Serve as primary person in collecting information about needed supplies, equipment, repairs to activity areas, etc. and take appropriate action steps to ensure the needs are met within the framework of wise use of camp resources and budget.
- f. Serve as primary person in creating and disseminating camper activity schedules and staff activity schedules. Work in coordination with Waterfront Director to ensure Waterfront activities are incorporated into overall activity schedule.
- g. Serve as primary person in planning and scheduling Choice activities.

- h. Provide primary direction and support for the camper awards program.
  - i. Support activity staff in rainy day activities as needed.
  - j. Support the camp Trip program, including assisting with paperwork, gathering supplies and/or driving as needed.
  - k. Assist the Special Events Director in offering high quality experiences for campers.
  - l. Attend Administrative team meetings and assist the team in leading all campers, CTs and staff for the summer season.
  - m. Assist in opening up camp for the season; ensure that necessary supplies are procured for the season; may involve some remote work prior to being on site for ordering.
  - n. Attend the annual administrative leadership planning retreat.
3. Other duties as assigned.

### **QUALIFICATIONS:**

1. At least 21 years of age; strong background in camp programming with an attention to detailed planning, follow-through and the ability to be flexible based on changing circumstances. Certifications and/or training in archery, riflery, stained glass, ceramics, and/or waterfront activities preferred.
2. Acceptance and adherence of the principles and mission of Fleur de Lis Camp.
3. Acceptance and adherence to standards and policies of Fleur de Lis Camp, State of NH Camp License requirements, and the American Camp Association Accreditation.
4. Interest, knowledge, and/or skill in the camp setting and to work in a fast-paced environment.
5. Enthusiasm, sense of humor, patience, problem solving skills, self-control and discretion with personal and confidential information.
6. Integrity, maturity, responsibility, good character, and good judgment.
7. Ability to take initiative and ensure completion of tasks with limited supervision, but a willingness to accept guidance when needed.
8. Strong communication and interpersonal skills appropriate to an outdoor and child centered environment.
9. Have a current driver license and good driving record.

### **ESSENTIAL FUNCTIONS:**

1. Ability to effectively communicate and work with campers and staff to create a positive living experience for girls.
2. Ability to provide quality instruction to campers and staff.
3. Visual and auditory ability to identify and respond to environmental and other hazards in camp.
4. Ability to maneuver through camp and carry 45 pounds.