

# Program Director

*Focus either in Operations or Scheduling*



## ADMINISTRATIVE STAFF

### JOB DESCRIPTION

The Program Team is made up of two leaders who will work closely alongside one another. There is a Program Director of Operations and of Scheduling. This team provides direct assistance to the Tapawingo Leadership Team. You will help facilitate the planning, scheduling and structure of Tapawingo's daily activity programming from the top down. This role has great opportunities for those who want to grow in creativity and program implementation.

### REQUIREMENTS

The following are preferred or required:

- At least 21 years old or fulfilled one year of college
- Christian in agreement with our Statement of Faith
- Qualities - Enthusiastic (especially about planning + executing "all the fun" for Tapawingo campers,) detail oriented, a good communicator, a Servant Leader.

### RESPONSIBILITIES

- Promote and maintain a badge incentive program for all activity areas
  - Train, supervise, and review counselors in leadership & skill
  - Create and manage activity-related skits
  - Organize and execute award ceremony
- Create a weekly schedule that assigns staff members to teach daily activities and be present for planned meetings / responsibilities.
- Oversee the daily sign-up process for camper activities and prepare roster.
- Schedule hikes and direct hiking program.
- Develop "Rainy Day" programming and delegation of tasks.
- Provide assistance to staff leaders and the development of activity manuals.
- Oversee activity areas, including training staff in equipment care
- Oversee supervision, safety-procedures, and program development for all camp hiking trips and other off-site activities.
- Run Event Hour activities
- Complete detailed documentation for the Audit and NYSDOH paperwork, to be reviewed by the Tapawingo Director.
- Attend weekly administrative meetings with other leadership staff.