

## **THE SUMMER CAMP AT CHRIST CHURCH—2011 PROGRAM DIRECTOR**

**The Summer Camp at Christ Episcopal Church in Poughkeepsie is accepting applications for a Program Director to lead its summer day camp that serves Poughkeepsie City children 6–11.**

**The Program Director will work with the Summer Camp Committee and be responsible for achieving the camp goals:**

- **To create a camp experience that is culturally and socially enriching and promotes a sense of responsibility to self, family and the larger community**
- **To promote camp spirit and group identity for children and staff**
- **To maintain a healthy and safe setting in which the children enjoy themselves while developing as confident, creative and active learners**

**More specifically, the Program Director will**

- Be an active leader and presence in the daily life of the camp
- Assist in staff recruitment and selection; assist in the training and evaluation of staff; and provide daily supervision of staff and volunteers
- Assist in program development and oversee the execution of program
- Communicate regularly with the Chair of the Summer Camp Committee about the daily and weekly schedule, program activities, resources needed, and, as the need arises, issues with campers, parents and staff.
- Assist in the preparations for camp, including curriculum development, purchase of supplies and equipment and planning field trips (may require periodic blocks of time between March and June)
- Keep records updated through the camp season
- Maintain positive relationships with campers and parents
- Provide leadership that promotes safety and an atmosphere of respect for others and for the environment, including assisting in developing and maintaining rules of conduct for campers and staff

**Requirements for the position of Program Director include:**

- Minimum college degree or equivalent experience
- Experience planning for and working with young children in a classroom or recreational setting
- Prior staff supervision/management experience or a strong indication of the ability to direct staff.
- Good health, energy and stamina
- Be certified in CPR and First Aid for the Professional Rescuer or willing to obtain this certification
- Demonstrated strong organizational and leadership skills.

The camp is a nonsectarian camp located in air-conditioned rooms of Christ Episcopal Church, with on and offsite outdoor activities occurring daily. Camp will run Monday through Friday (except on the 4th of July), July 5 through August 12, from 8:30 a.m. to 4:00 p.m. The Program Director should be present to open camp at 8 a.m. and close at 4:30 p.m. or later as necessary. Staff must participate in a compensated week of orientation from June 27, through July 1, and a clean up day on August 13.

Salary is competitive. Please submit a cover letter, resume and the names and complete contact information for three references (other than family) of character and experience by March 1 to: The Summer Camp at Christ Church, 20 Carroll Street, Poughkeepsie, NY 12601.

For more information contact Summer Camp Committee Chair, Jane Smith at [janebsmith@aol.com](mailto:janebsmith@aol.com). or 845-473-6427.