



# BUCKHORN CAMP

SUMMER CAMP & RETREAT CENTER

## PROGRAM DIRECTOR JOB DESCRIPTION

**SUPERVISOR:** Site Director

**DATE RANGE:** Negotiable, ideally mid-May thru end of August

### MAIN RESPONSIBILITIES

Assist the Site Director in preparing for summer camp by helping with: training counselors, setting programming schedules, and carrying out an experiential summer camp experience that helps our campers explore, grow, build, and create!

### ESSENTIAL FUNCTIONS

- Ability to assist campers/counselors in the event of an emergency
- Ability to be a positive role-model for campers and guests
- Coordinate with counselor & kitchen staff to implement schedules & handle program needs
- Assist with program planning, leadership, and evaluation
- Serve as staff liaison between campers/counselors and Site Director

### ADDITIONAL RESPONSIBILITIES

- Maintain program supplies and equipment
- Maintain a cooperative and constructive relationship with other camp staff
- Assist in evaluation of each camp session
- May serve as a Counselor if needed due to last-minute staff illness or injury
- Look out for safety and wellbeing of campers both physically and emotionally
- Participate in staff training sessions
- Help with other camp (Camp Hope, Sky High Hope Camp) programming needs, if necessary

### QUALIFICATIONS

- Ability to objectively serve people from all walks of life and a respect for the spiritual needs and diversity of those using the facilities, especially summer campers
- At least 21 years of age
- Ability to relate well with one's peer group and other age groups
- Ability to accept supervision and guidance
- Ability to fairly supervise staff and discern when intervention is necessary
- Desire and ability to work with children in the outdoors
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Willingness to adjust to camp resources, conditions, and program needs
- Ability to cooperate and function effectively with other members of the summer staff team
- Commitment to the camp policies and employment agreement
- A strong desire to lead in an outdoor setting
- Physical fitness to fully participate in and lead activities

### COMPENSATION

*Financial compensation is dependent on experience; ; weekly pay starts at \$450 per week.*

All Buckhorn seasonal staff are provided on-site lodging, meals when camps are in session, access to 320-acres of remote wilderness in a beautiful mountain setting, scheduled time off, and relatively close proximity to Fort Collins, Loveland, Cheyenne, and Laramie!