

**PENNSYLVANIA LION'S BEACON LODGE CAMP
JOB DESCRIPTION**

JOB TITLE: PROGRAM DIRECTOR

HOURS: On call 24 hours per day for the entire session

SALARY: Under Contract

QUALIFICATIONS: Requested, but not required, a Bachelor's Degree in Therapeutic Recreation or a related field and a minimum of one to two years camping experience or previous employment from Beacon Lodge.

SUPERVISOR: Camp Coordinator

DUTIES:

1. Participate in staff training prior to the beginning of Pre-Camp Training.
2. Assist in leadership and implementation of Pre-Camp training.
3. Consultation with counseling staff and activity instructors when said staff are engaged in programming; troubleshooting the program, risk management and standard operating procedure manuals following field observation.
4. Be sure that the counseling staff is carrying out good physical camper care. (Including random cabin checks)
5. Keep accurate records of activities, projects, scores, awards, off camp trip contacts and phone numbers, etc.
6. Consultation with Unit Director regarding programming, activity scheduling and duty roster development.
7. Assisting the Camp Coordinator with the development of the lifeguard duty roster.
8. Consultation with the Unit Directors regarding the Specialized Counselor's performance appraisals.

9. In charge of notifying Camp Coordinator of program supplies and/or equipment, etc. that need ordered. This includes a written print out of materials that need ordered.
10. Collection of fees generated by off-camp trips, crafts, etc.
11. Participation in daily planning meetings with the Camp Coordinator and Unit Directors.
12. Completion of the CV camper activity assignments (centralized sessions) with the CV Unit Director.
13. Assisting the Camp Coordinator in development of new programs and the evaluation of existing programs.
14. Plan, supervise and preside over the operation of evening programs in BOTH units.
15. Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports and recommendations for the following season.
16. Program Director will be acting Supervisor during off-camp trips as directed by Camp Coordinator.
17. Execute other duties as delegated by the Camp Coordinator to ensure a safe and successfully run camping program.

NOTE: The Camp Coordinator will evaluate the Program Director at regular intervals via a general progress report, rather than by standard performance appraisal form.