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### *How to Apply*

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Jamie at [jamie@prettylakecamp.org](mailto:jamie@prettylakecamp.org) to receive application. Deadline May 16, 2022.

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### *Job Title*

Program Director

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### *Responsible To*

Camp Director

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### *Supervises*

Crafts Coordinator, Environmental Educator, STEM Coordinator, and Laundry Liaison

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### *Summary*

The Program Director will work in program areas and create all camp schedules, deal with programming issues and ensuring a safe and successful camp program as it relates directly to the campers and counselors.

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### *Required Qualifications*

1. 21 years of age or older.
2. Ability to live on-site.
3. Documented experience in a leadership role involving the supervision of others.
4. Previous experience in a camp or similar recreational facility.
5. Experience working with and supervising children.
6. Valid Driver's License.

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### *Preferred Qualifications*

1. Interest, knowledge and/or skills in a variety of camp program activities.
2. CPR, AED, First Aid and Lifeguard certification.

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### *Essential Functions*

1. Sufficient visual, auditory, communication and cognitive abilities to provide guidance, supervision, and leadership to the program staff.
2. Ability to observe activities, assess their appropriateness and coach staff through teaching and leading sessions.
3. Visual and auditory ability to identify and respond to emergency and possible emergency situations related to the camp setting.
4. Ability to work with people of differing abilities to ensure a safe camping experience for each camper.
5. Ability to communicate effectively with program staff to ensure the safety and effectiveness of the program areas.
6. Represent the Pretty Lake Camp professionally at all times.
7. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:

Pretty Lake Camp • 9123 Q Ave • Mattawan, MI 49071  
(269) 375-1950 • (877) 706-9151 (fax)  
[www.prettylakecamp.org](http://www.prettylakecamp.org)

- Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
- Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
- Cell phone use is permitted if there is an emergency, during two hour break period, or if preapproved by Camp Director.
- Abide by all policies and procedures in the staff code of conduct.

*Specific Responsibilities*

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1. Attend and participate in all staff meetings and events, including daily morning meeting with administrative staff.
2. Be dressed professionally and ready to greet parents, guardians and campers on arrival and departure day during check-in and check-out. Make certain that campers, guardians and parents are comfortable and have all questions answered.
3. Assist with planning of program activities and all camp activities.
4. Be a positive role model for the campers and other staff members.
5. Assume responsibility for each camper's and staff's safety and health, assuring them a pleasant camp experience. Help each camper and staff member grow and adjust to others and to camp life.
6. Provide coaching, feedback, and assistance to program staff in their sessions. Use effective coaching techniques and work with them to provide programming to the campers.
7. Assist programming staff as they work with campers with special needs or behavioral problems.
8. Respect the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise. Also respect the confidentiality of the office and administrative discussions.
9. Rotate on call duties with fellow summer administrative staff throughout the week.
10. Know when to ask for assistance and support fellow staff.
11. Assist in activity assignments and coordinate program paperwork as needed.
12. Submit weekly feedback form.
13. Assist the counselors as they plan and lead activities which relate to the campers' interests and development. Encourage the individual camper to participate in all camp activities.
14. Assist with the program staff's activities and all camp activities, working closely with other administrative staff.
15. Assist in preparing evaluations on all counseling and program staff.
16. Be flexible and willing to act as a substitute for any program staff or cabin counselor during the time of an absence.
17. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
18. Assist with camp clean-up throughout and at the end of each session.
19. As needed, serve as a vehicle driver for camp trips, check-in/departure, emergency situations or for running errands.
20. All other duties as assigned.

*Revised 10/21*