



**Job Title:** Director of Programs

**Reports to:** Executive Director

**Annual Salary:** \$49,00 - \$53,000

**FTE:** 0.8

**Office Hours:** Monday – Friday, onsite, weekend, holiday, and remote work will vary depending on organizational needs

**Classification:** Full-Time Year Round

**Exempt/Non-Exempt:** Exempt

### **Job Summary:**

Responsible for implementation and management of all youth programs at Camp Fire Wilani including (but not limited to) coordination of summer camp, outdoor school, teen service learning, no-school day, and holiday, programs. Further, this position is responsible for curriculum, training, hiring, accreditation, risk management, and all other aspects of youth programs. The Director of Programs oversees two program managers and works with the Executive Director, Office Manager, Program Managers, Marketing Coordinator, and Development Coordinator to lead in the planning and implementation of current programs as well as the creation and development of new programs.

### **Job Responsibilities:**

1. **Public Interaction** - Interacts with unique individuals whether it be campers, families, students, school administrators, visitors, volunteers, donors, partners, vendors and employees. All communication requires sustaining an inclusive and equitable learning and working environments by having respectful and considerate behavior and thoughtful and constructive speech.
2. **Best Practices** - Directs youth programs in accordance with local/state/federal ordinances, Camp Fire policies, Lane County Health Department and ACA standards. This includes but is not limited to risk management, inclusion practices, safety and staff management.
3. **Program Direction** - Directs youth program implementation including but not limited to policy review, recruitment, hiring, promotion, staff training, on-site management, family communication, and evaluation.
4. **Collaboration** - Collaborates with key year-round and seasonal Camp Fire Wilani staff as needed.
5. **Supervision** - Directly supervises the year-round Manager of Camps, After School and Youth Events and the Manager of Outdoor School, Teen, and Service Programs/Events.
6. **Evaluation** - Schedules and leads regular observation time, check-ins, and team meetings with direct reports. Provides written and verbal feedback to direct reports and supports them in their professional growth.
7. **Programming** - Takes leadership role in implementing inclusive, trauma-informed, innovative, and engaging programming that honors Wilani history while also advancing programming to meet the needs and values of our organization and community.
8. **New program piloting** – Reviews national Camp Fire curricula, programs implemented by other Camp Fire councils around the country as well as other publicly available curricula and analyzes feasibility for local implementation including pilot testing. Responsible for initial groundwork in startup of new programs including, but not limited to, implementation guidelines, building community awareness and partnerships, promoting programs within schools, PTAs, community groups, etc.
9. **Grant funded program reporting** – Collaborates with Executive Director to prepare reports to funders related to grant-funded programs.
10. **Program evaluation and improvement** – Ensures compliance with national program evaluation requirements (YPOI tools) and implement continual program quality improvements through continual feedback from staff, participants and parents that inform the development of Program Quality Improvement Plans.
11. **Staff and volunteer training** – Responsible for continual improvement of staff and volunteer training sessions and support materials.
12. **Camp Fire National program staff liaison** – maintain positive relationship with national Camp Fire program staff in all communications for mutual support and information gathering.
13. **Program staff back-up** – filling in for direct-service program staff during busy season, due to illness or vacation coverage.

14. **Outreach events** – attend community events alongside other staff as needed to promote organization and programs (often outside of 9-5 hours) such as local festivals, Art Walks, PTA open houses, and networking meetings.

### **Essential Job Duties:**

#### Program

- Ensures the health and safety of staff and participants.
- Annually, refines and deepens program curricula through aligning with participant feedback, best practices, and partnership.
- Actively participates in overnight stays at Camp Wilani, required 2-3 times per week during residential (overnight) programs. Overnight programs can be up to 10 weeks in the spring, up to 5 weeks in the summer, and up to 5 weeks in the fall.
- Shares on-site night and weekend support responsibilities for overnight camp, outdoor school, and other Camp Fire events.

#### Supervisory and Staffing

- Supervises two Program Managers
- In concert with Program Managers and the Office Manager, leads the recruitment and hiring of seasonal staff.
- Aids Program Managers in the oversight of seasonal staff, volunteers, and others as needed. Oversight may include training employees, planning, assigning and directing work, evaluating performance, rewarding and disciplining employees and addressing complaints and resolving concerns.
- Provides clear direction and priorities to direct reports and support them in their professional development.
- Ensures that high expectations and accountability are balanced by fun, compassion, and support.
- Leads team-building activities to develop and sustain high staff satisfaction and moral.
- In accordance with HR policies, provides on-going feedback, conducts frequent informal and formal performance assessment.
- Ensures availability to key staff for both structured and more informal, as-needed support.

#### Evaluation and Program Improvement

- Coordinates program quality assessment and supports improvement planning.
- Coordinates evaluation process for youth programs.

#### Operations

- Leads successful ACA accreditation for Camp programs.
- Hires food service staff and oversees and coordinates food service program with emphasis on nutrition and quality.
- Prepares and monitors camp budgets in collaboration with the Executive Director.
- Transports youth on public highways and roads in Eugene, Springfield, Veneta and surrounding areas.
- Assures the proper use, safety, training, and maintenance of Camp Fire Wilani vehicles.

#### Alignment

- Ensures youth programs align with our organizational commitment to equity and inclusion. This includes regular evaluation and review of program to ensure it is a safe and welcoming space for many identities including BIPOC, LGBTQ+, neurodivergent, and differently-abled individuals.
- Ensures the highest level of customer service for families and participants.
- Works with Executive Director and Office Manager to launch online camp registration annually.
- Works with the Executive Director to monitor and implement finance systems for camp.
- Assists with the coordination of Camp Fire Wilani staff Camp Fire events, when applicable.

## Other

- Commutes to regular worksites including Camp Wilani (Veneta, Oregon) and the Camp Fire Wilani Administrative Office (Springfield, OR). This position occasionally requires travel out-of-the-area which may include overnight stays.
- Attends Camp Fire Wilani and Camp Fire National meetings and events, as required. Including local and national conferences and professional development opportunities.
- Other duties as assigned.

## **Relational Skills:**

- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with coworkers, volunteers, parents, donors, and contractors; including the ability to communicate effectively and remain calm and courteous under pressure.
- Culturally responsive with a passion for developing youth to achieve their full potential.
- Ability to implement a racial equity lens in the delivery of youth programming.
- Open to receiving feedback and making on-going program adjustments.
- Ability to prioritize multiple tasks, manages time and stress levels, and proactively solve problems.
- Ability to lead and motivate others.
- High level of professionalism, creativity, energy, organization, self-motivation, empathy, and patience.
- Being a positive role model for youth and adults at all times.
- Maintaining integrity by following through on responsibilities
- Accepting and abiding by decisions regarding program and policy in a positive manner.
- Ability to work under pressure and maintain a positive attitude.

## **Qualifications:**

- Must be a minimum of 25 years of age to meet ACA accreditation standards.

## **Education and/or Experience:**

- Bachelor's degree from four-year college or university in Education, Recreation, Administration, or a related field.
- Any combination of education and life experience that provides the required set of skills and experience necessary to perform the essential functions of the position at a high level.
- Three consecutive years as a year-round Camp Director, Nature Education Director, or other youth program director
- Five or more years supervising a diverse staff

## **Certificates, Licenses, Registrations:**

- Valid Oregon Driver's License with a clean driving record
- Oregon Food Handler's card
- First Aid & CPR certification
- Strong knowledge of ACA Accreditation is preferred
- High Ropes, Challenge Course facilitation, Wilderness First Responder, Archery and Lifeguard certification is preferred.

## **Language Skills:**

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Computer Skills:**

- Advanced specialized computer skills that require mastery of applicable software in such fields as graphic design, video production, technical writing, and web-based training.

**Reasoning Skills:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Demands**

- Frequently lift and/or move up to 25 pounds
- Occasionally lift and/or move up to 50 pounds
- Regularly required to walk, talk and hear.
- Frequently required to stand and reach with hands and arms.
- Occasionally required to sit; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

**Work Environment**

- Regularly exposed to outdoor weather conditions.
- Occasionally exposed to work near moving mechanical parts and work in high, precarious places.
- Moderate noise level

**Desired Personal Qualities and Skills—*The Director of Programs is a person who:***

- Positively supports inclusion in all forms: ethnic, gender, gender identity, religious/spiritual affiliations, disabilities, political perspectives, etc.
- Thrives on challenges, creative problem solving, and continuous learning
- Strives for excellence, takes initiative, and is self-motivated
- Possesses exceptional written and oral communication skills
- Thinks strategically, acts resourcefully, and makes decisions with conviction
- Demonstrates excellent time management and organizational skills – works well with deadlines, effectively prioritizes tasks and plans ahead, and enjoys managing multiple projects at a time
- Has both a keen eye for detail as well as the ability to focus on big-picture goals
- Exhibits a strong work ethic and personal integrity, and can remain enthusiastic and successful in a fast-paced work environment
- Shows strong interpersonal skills, a sense of humor, and the ability to network and build lasting relationships
- Works well independently and as part of a cohesive team
- Desires to make a lasting impact on the Western Oregon community

This job description in no way states or implies that these are the only duties to be performed by this staff member. The Camps, After School, and Youth Events Manager will be expected to follow instructions of the Director of Programs and the Executive Director as appropriate.

