



Job Title: Program Director

Time: Seasonal- 6/26/2024-8/24/2024

About the Job:

Join our dynamic team as the Program Director, overseeing a well-established Summer Camp program in Bear Mountain, N.Y. In this role, you will be entrusted with the crucial responsibilities of ensuring the care, safety, protection, and supervision of both camp environments and participants. This seasonal, residential position offers an opportunity for professional development and potential for growth within the organization.

Essential Functions:

- Live on-site in director's quarters.
- Assist in directing all camp activities and programs.
- Supervise all staff and make decisions for camp activities.
- Be sensitive to the needs of campers and staff.
- Respond and assist in emergencies.
- Observe camper activity and ensure supervision ratios are met.

Job Responsibilities:

The Program Director will be responsible for assisting the Director in running the camp and its programs. Key responsibilities include:

- *Staff Oversight:*
 - Responsible for all staff, observing activities to ensure program quality and addressing any staff training or behavior concerns.
 - Work with the Director and Assistant Directors to ensure proper planning and supervision of the program.
- *Program Planning and Implementation:*
 - Collaborate with Assistant Directors to plan and implement Daily, Evening, and Special Programs.
 - Ensure consistency and adequate organization across all program areas.
- *Financial Record Keeping:*
 - Work with Director and Assistant Directors to maintain financial records for the summer camp.
- *Coordination and Communication:*
 - Regularly meet with department heads to discuss scheduling, staffing, and equipment needs.
 - Be available to assist in any camp area and as a primary resource for struggling staff members.
- *Philosophy Implementation:*
 - Implement the camping philosophy as directed by the Lutheran Girls Camping Association and Camp Ma-He-Tu Board of Directors.
- *Leadership Structure:*
 - The Program Director reports directly to the Director and assumes all responsibility in the Director's absence.

Job Qualifications:

- Female identifying, at least 24 years of age per NY state guidelines.
- Have at least 1 year of prior staff experience in programs centered around camps and children.
- Bachelor's degree or appropriate qualification preferred.

Qualities:

- Ability to manage administrative details.

- Strong leadership skills.
- Demonstrates adept skills in responding to emergencies, with a focus on prioritizing and implementing essential safety measures, especially when dealing with children.
- Serve as a positive role model.
- Mediation skills.
- Commitment to the well-being of staff and campers.
- Effective communication and collaboration skills.
- Positive attitude, patience, maturity, enthusiasm, and creativity.

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 90% of the work is accomplished outdoors, in a rural, rocky setting.
- 10% of the work is accomplished in cabins or an open-air building.
- The employee is sometimes subjected to long periods of standing, or traversing uneven terrain.

About Us:

Camp Ma-He-Tu, a not-for-profit, ACA-accredited residential summer camp founded in 1937, is situated on the picturesque shores of Lake Kanawauke in Harriman State Park, Bear Mountain, New York. Sponsored by the Lutheran Girls' Camp Association (501c3) and affiliated with the Metro NY Synod of the ELCA, our camp is committed to empowering girls aged 7-15 through an immersive, unplugged experience in a small, close-knit community.

- Our mission guides every decision, fostering an environment where girls can unplug, learn, and grow. For more information: <https://mahetu.org/mission-values/>.
- Limited to 106 campers per session, promoting deep, life-long friendships.
- The diversity of our community shapes traditions and supports close-knit relationships during each two-week session.

Camp Location:

- Located in Harriman State Park, Camp Ma-He-Tu is a natural setting with hilly terrain.
- Approximately an hour from NYC by car, bus, or train.

Compensation: \$5,000-\$8,000 for 9 week contract with room/board and meals included. Compensation package may also include free tuition for eligible children.

For more information about Camp Ma-He-Tu, visit our website at www.mahetu.org. Contact personnel@mahetu.org for any inquiries regarding Camp Ma-He-Tu and/or this position.

Camp Ma-He-Tu celebrates diversity in all forms and is committed to creating an inclusive, collaborative and supportive environment for all. All employment decisions are based on qualifications, merit, performance and the needs of the organization. Camp Ma-He-Tu is an Equal Opportunity Employer and as such applicants will receive fair and impartial consideration without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic characteristics, marital status, domestic violence victim status, familial status and gender identity or expression or any other groups or persons protected by federal, state or local law.