



Job Description

Job Title: **CBS Program Director**
Classification: **Exempt**
Reports to: **Executive Director**
Associate Executive Director

TO APPLY...

Please send a letter of introduction and your resume to [our job search team](#).

Position Purpose:

To further the mission of Detroit Public Schools Community District, Detroit Rescue Mission Ministries, Camp Burt Shurly and Wildwood Ranch through the planning and delivery of program activities and events. Assist in the design and delivery of program activities that are safe, fun and appropriate to the campers' age and abilities. Assist in the management of the overall operation at the direction of the Executive Director.

Compensation:

The CBS Program Director is an exempt position with a salary range between \$35,000 - \$40,000 per year plus benefits and seasonal housing, based on desired experience and qualifications.

Essential Job Functions:

1. Recruit, interview and hire seasonal staff to operate the program (overnight travel involved).
2. Deliver a fun and educational program to campers.
 - Ensure lesson plans are prepared and implemented that meet camper outcomes and the abilities of the campers.
 - Evaluate and document staff's ability to deliver program to campers.
 - Deliver progressive program activities.
 - Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
 - Coordinate all camp program activities with other staff.
 - Responsible for the development and implementation of camper daily character-building lessons.
 - Responsible for coordinating and scheduling staff and guest specialized activity leaders for any planned events.
 - Responsible for initiating connections with DPSCD teachers for the further growth and development of both CBS and WWR outdoor education programs as well as creating opportunities for networking connections within our local community.

3. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
 - Assist in the planning of staff training.
 - Primarily responsible for the implementation of staff training.
 - Provide guidelines for programs utilizing camp equipment.
 - Ensure campers and staff follow safety procedures in all program areas.
 - Ensure staff are following and implementing American Camp Association guidelines, Michigan State licensing standards (LARA), Association of Challenge Course Technology standards, and proper safety procedures in all daily activities and program areas.
4. Assist in the management and care of the physical facilities and equipment.
 - Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
 - Ensure that program areas are kept free of hazards and debris.
5. Supervise and evaluate Activity Staff/Counseling Staff to develop and implement all facets of camp program activities.
 - Regularly monitor work of staff.
 - Provide feedback and guidance to staff.
 - Provide recommendations and concerns to supervisors regarding staff performances.
6. Assist in developing and implementing schedules and records for all areas of the camp program and facilities.
 - Assist in creating campers, group program, and activity schedules in conjunction with overnight camps and rental groups.
 - Assist in developing and supervising staff schedule for overnight programs and activities.
 - Collect and evaluate records; report and evaluate overnight camp program and activity areas.

Other Job Duties

- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff, supervisors and the general public.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- Provide ongoing programming ideas to programming team, counseling and activity area staff.
- Participate in continuing educational opportunities to further knowledge and experience as a camp professional. A minimum of 10 hours annually required, 5 of which can be acquired from attending one of either the ACA Mid-States Conference or Michigan CCA conference. Hours must be documented with CEU's or a narrative of conference / class / notes.
- Possess a willingness to be trained in other related skills beneficial to the camp program (i.e. archery, lifeguarding, high adventure, etc.).

Year Round Duties:

- Primarily responsible for the traveling to recruit seasonal staff.
- Assist with hosting rental groups at both CBS and WWR (including weekend rental groups and outdoor education groups).
- Assist in maintaining buildings and activity areas as assigned.

Housing Requirements

- This person would be required to live on-site at Camp Burt Shurly in Gregory, Michigan during the summer months and potential housing during the shoulder seasons.

Relationships:

The CBS Program Director reports directly to the Executive Director and (at times as directed by the ED) the WWR Associate Executive Director and will directly supervise the teaching staff, the overnight counseling staff and the activity staff at CBS.

Qualifications: (Desired Qualifications and Experience)

- Bachelor degree (mandatory) or Master's degree (preferred) in a related field of study.
- Five years of successful experience in administrative roles at a similar camp (or youth development / educational organization).
- Experience in the development and delivery of programs and activities for similar population.
- Current instructional certification in program or related experience.
- Current certification in first aid and CPR.
- Certification and/or experience in facilitating high adventure programs; specifically, in high ropes, zip lines, etc.
- Experience in facilitating team building experiences for corporate and / or educational teams.

Knowledge, Skills, and Abilities:

- Training and experience in teaching programs to youth and children.
- Desire and ability to work with youth outdoors.
- Desire to work at a non-profit camp that serves a blended population of youth from various races, ethnicities, socio-economic statuses, etc.
- Willing and with ability to interact with DPSCD Title One teachers and administrative staff to provide a successful blended camp program providing campers with measurable outcomes in academic progress.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skills levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physically able to obtain certification as an Adventure/Challenge Course facilitator.

Some physical requirements of a program position could be endurance including standing, some bending, stooping, lifting, running and stretching. Requires hand-eye coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering programs in the facilities available. Operate with daily exposure to the sun and heat and varying weather conditions.

Camp Burt Shurly (CBS) is owned by the Detroit Public Schools Community District (DPSCD), funded by U.S. Federal Title 1 funds and operated through a contractual agreement with the Detroit Rescue Mission Ministries (DRMM). The successful candidate for this position will be an employee of the DRMM. DRMM also owns and operates a licensed and accredited camp in Howell, MI, Wildwood Ranch (WWR). Some of the duties and responsibilities of the successful candidate will take place at WWR.