



# Twin Pines Camp, Conference, and Retreat Center

3000 Twin Pine Road, Stroudsburg, PA 18360

Phone: 570-629-2411 ~ Fax: 570-620-0664

## JOB DESCRIPTION FOR THE SUMMER CAMP PROGRAM DIRECTOR

### JOB TITLE AND PURPOSE

The title of this position will be **SUMMER CAMP PROGRAM DIRECTOR**; the broad purposes of the position shall include, but not be limited to, responsibility for preparing and presenting a week of programming for the Twin Pines Summer Program.

### JOB QUALIFICATIONS

This person shall be at least twenty-one (21) years of age and show signs of leadership and maturity that warrant him/her being entrusted with the lives of campers.

### JOB RESPONSIBILITIES

1. This person shall assume responsibility for planning an entire program within the frame work of the time allotted for the program in the summer schedule.
2. This person shall make sure all materials are prepared in ample time so that the summer staff can receive a copy of the printed program by the opening day of the program this person is directing.
3. This person shall be responsible for the carrying out of the program that has been planned, utilizing the summer staff wherever possible to help with the program.
4. This person shall make sure that the expenses of the particular week of camp stay within the budget guideline provided to him/her in advance.
5. This person shall consult with the Executive Director before appointing an Associate Director and the Program Coordinators. (Specialty camps of less than 50 campers will most likely not need Program Coordinators.)
6. This person is responsible for completing and mailing the required forms prior to the camp program to assist with the camp's planning for your program.
7. This person will meet with the Summer Staff Coordinator just prior to the beginning of your program to coordinate activities with other programs that might be running at the same time or in the same program areas.
8. This person is responsible for handing in all expenses to the Executive Director for his/her program by noon of the second day of your program for proper reimbursement.
9. This person is responsible for knowing their role in an emergency situation as defined in the Twin Pines Risk Management Manual.

### JOB ACCOUNTABILITY

The person hired in the position of **SUMMER CAMP PROGRAM DIRECTOR** is directly amenable to the Executive Director.

**JOB DESCRIPTION FOR THE SUMMER CAMP PROGRAM DIRECTOR - CONTINUED**

**JOB  
CLASSIFICATION  
OSHA  
COMPLIANCE**

This position, **SUMMER CAMP PROGRAM DIRECTOR**, has been classified as a CATEGORY II exposure since this position is not responsible for providing any first-aid assistance and has only collateral possibility for exposure.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**Camp Program** \_\_\_\_\_ **Dates** \_\_\_\_\_