

Program Director

Desired Qualifications

- Extensive experience in camp and youth work
- Has held a supervisory position at camp (Merakez/et, Department Head)
- Desire and ability to work with children and adults in camp setting
- Ability to creatively schedule programs, facilities, and staff
- Able to keep all projects organized and executed on time
- Knowledge of programmatic areas especially Israel, Zionism, and Judaism
- Knowledge and skills in Arts and creativity with decorations
- College graduate or at least 21 years of age

Responsible To:

Camp Director

General Responsibilities

- Responsible for planning and executing all special days in camp from start to finish.
- Will supervise staff in va'adot to help plan and implement special days and ensure the staff feels included and has a say in programs.
- Will supervise the CITs and run their program during the summer
- Will organize and implement all staff fun events during the summer
- Will take charge of staff onegs during the summer.
- Will take charge of camper onegs during the summer.
- Will take charge of and implement Lunch and Learns for staff during the summer (at least 3/session)
- Will assist in any and all large camp events as needed.

Specific Responsibilities

1. Being a *Dugma Ishit* or personal example for all staff at camp. This person is part of the head staff of camp and is expected to be supportive of and offer help to all members of the staff. They need to lead by example and always do what they ask of others to do and follow all rules set by camp.
2. The planning, development, implementation, and evaluation of "all camp" programs. This Includes: Special Days, Erev Kef, Segel Carnival, Tiyul, Talent Show, Banquet, Maccabiah breakout, Staff Caravan, Staff Awards, Opening Night Staff presentation, and other All Camp activities.
 - a. The planning of themes and any orders of materials and/or speakers should be done ***before*** the summer.
 - b. Organizing folders for each aidah for tiyul with all needed information, finding emergency drivers, coordinating packaging of food, and coordinating the distribution of emergency money and checks for booked places.
3. Program Director will be the sole supervisor of all staff va'adot (committees). Each va'ada will be run by the staff and they should take ownership on the projects and the meetings, but the Program Director will be in contact with the leader of each va'ada in

order to ensure that it is being run successfully. He/she will attend va'adot meetings as needed or requested by the individual va'ada.

4. Lunch and Learns (6-8 throughout the summer): Prior to the summer, the Program Director should contact Tzevet in order to get an idea of their interests. He/she will then schedule speakers (before the start of camp), create sign-up sheets, promote the event, and order and set up a special lunch (pizza, salad, drinks, paper goods, etc.). Tzevet can sign up for up to three lunch and learns throughout the summer. Each session should hold up to 20 participants.
 - a. Most speakers and topics should be chosen and booked ***before*** the summer, with room to bring in ideas during the summer.
5. Staff Onegs: Program Director will work with the Staff Oneg va'ada to create a fun staff activity for the entire Tzevet every Friday night.
6. Out of Camp Staff Activities: Movie Nights in San Marcos- Program Director will create sign-up sheets, clear all madrichim that have signed up with the Merakzim, and take care of transportation logistics.
7. End of Summer Staff Banquet: Program Director will work with Rosh Mahaneh to put together a fancy end of summer staff banquet for the Tzevet. This will include choosing a theme for the event, booking entertainment, working with kitchen to create a menu, setting up and running the entire evening, holding a staff raffle, putting together a slide show, and making certificates of best madrich/a, cutest madrich/a, best couple, most likely to..., etc (after getting Tzevet's feedback)
8. CIT Program:
 - a. Responsible for running CIT educational programs
 - b. Responsible for taking CITs on outings
 - c. Responsible for checking in with and advocating for the CITs in camp
9. General Camp Responsibilities:
 - a. Program Director will be available during the day to help with peulot and chuggim on a sign-up, case-by-case basis.
 - b. Help in the Melechet yad with any and all art projects, and help by supporting them during the summer, especially when relating to special day decorations.
 - c. He/she will have regular Rosh Toran duties throughout the summer.
10. Feedback and Evaluation: Program Director will be responsible for turning in a neat and completed Program Director's binder, which will include a summer evaluation of all events and copies of all materials created and used during the summer, for future reference.
11. Closing Camp: Program Director will help ensure that camp is left clean and ready for the next summer.
12. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.