



## Program Manager- Age (8-9)

### I. Requirements

*The Program Manager must:*

- A. Have prior experience in environmental education, teaching, child care or other related field; Undergraduate degree in Education or Sciences preferred.
- B. Have a valid certification in Adult and Child CPR and First Aid.
- C. Have a valid driver's license and a clean driving record.
- D. Be 21 years or over.

### II. Program

*Duties Include:*

- A. Maintaining the standards of the American Camping Association.
- B. Working toward accomplishing the mission and goals of Trailside Discovery Camp and The Alaska Center for the Environment.
- C. Working with the Camp Director to provide high quality education experiences to all Trailside Discovery Camp participants.
- D. Facilitating opening and closing ceremonies, and lunchtime presentation (TDC radio).
- E. Overseeing the general day-to-day operations of Trailside Discovery Camp.
- F. Supervising participants and staff and ensuring the safety of all staff and campers.
- G. Planning and implementing staff training.
- H. Conducting middle and end of season staff evaluations.
- I. Planning and moderating all staff meetings.
- J. Coordinating with the Trips Manager and Camp Director for the implementation of logistical plans and transportation schedules.
- K. Setting up field trips and guest speakers.
- L. Maintaining, and overseeing the use of supplies and program equipment.

### III. Coordinating and supervising volunteers.

### IV.

### V. Child Care

*Duties Include:*

- A. Recognizing and appropriately responding to hazards and emergencies.
- B. Maintaining ACA standards for instructor to camper ratios.
- C. Encouraging the personal and social development of children.
- D. Working with staff to provide appropriate behavior modification to campers.
- E. Moderating concerns between campers, parents and staff.

- VI. Records  
*Maintain accurate records:*  
A. Assist the Camp Director with registration as needed.  
B. Protect the confidentiality of the participant and staff records.
- VII. Supervision and Support  
*The Program Manager reports to the Camp Director.*
- VIII. Attendance  
*The Program Manager must:*  
A. Attend prep-week for staff training.  
B. Lead staff training.  
C. Lead all staff meetings.  
D. Complete the entire length of the summer as agreed upon in his/her contract.
- IX. Miscellaneous  
*The Program Manager must be willing and prepared to assume other appropriate duties as assigned by the Camp Director.*

Program Manager  
Essential Functions

It is essential that the staff member be able to:

- Communicate effectively to enforce safety regulations.
- Communicate effectively with campers, parents, staff, Campbell Creek Science Center employees, and Camp Director.
- Train staff and campers in emergency procedures.
- Provide supervision and support to staff.
- Appropriately respond to environmental and other hazards.
- Use the computer and phone.
- Keep neat and orderly records.
- Drive the camp van with a trailer.
- Conduct well-organized and informative staff meetings.
- Coordinate logistics required for field trips and guest speakers.