

## Program Manager

- 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.
  - 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, Day Camp 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.
  - M. Coordinating and supervising volunteers.
  - N. Oversee and develop aspects of outreach education.
  - O. Development and write grants to fund TDC programs.
  
- III. 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.

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

### Outreach/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.
- Develop grants to fund TDC programs.
- Oversee all aspects of outreach education programs.