



Program Director

Essential duties:

1. Responsible for strategic planning in partnership with Camp Director
2. Handles program administration including writing and distributing weekly duty rosters, program schedules, use and care of supplies, reviews lesson plans with Director, implements emergency/crisis response plans
3. Handles administrative tasks such as mail delivery, answer phones, staff time off requests, record keeping, coordination of camp set up and take down.
4. Assists with design and delivery of Staff Training, including creating/maintaining training schedule.
5. Coordinates Camper Check In/ Check Out, updates records.
6. Supervises assigned staff to provide performance feedback, leadership, ensure camper well being, safety.

Qualifications:

1. At least 21 years of age required
2. Valid Driver License required
3. Certification in First Aid and CPR preferred
4. Must be willing to live on site for summer season with room and board provided.
5. Bachelor's degree in related field preferred
6. Associate's degree: or two years of college and three years' experience as a Camp Turner staff member required
7. Twenty-four weeks of administrative or supervisory experience in camping (or acceptable equivalent) preferred
8. Experience in administrative roles at similar camps preferred

Benefits:

1. Pay rate: \$570-\$660/week (based on experience and skills) + room and board.
2. Full week of paid training, including portable certifications in First Aid, CPR, AED, Epi-pen and more.
3. Develop leadership skills employers want: teamwork, problem solving, conflict resolution, mission focus, responsibility, empathy, compassion.
4. Forge lifelong friendships.
5. Spend your summer outdoors in beautiful Allegany State Park.
6. Time off on weekends.

Work Dates: June 29 – August 17, 2025