

## POSITION DESCRIPTION

**Position Title:** Program Director

**Revised:** April 2016

**Reports To:** Camp Director

**General Function:** The Program Director coordinates the scheduling, preparation, delivery, and evaluation of the camp's programs, including summer camp and school-year programs. This person is also responsible for the supervision and development (spiritual, social, and professional) of the SaLT(Servant Leadership Team) missionaries.

**Requirements:** The Program Director should be at least 21 years of age, and must bring to this position an appropriate background of education (Bachelor's Degree preferred) and experience in camp programming. Must have training and experience in teaching youth. Must have the ability to relate to diverse groups of people from all social and economic segments of the community. To properly support the mission and values of the camp, the incumbent must be a person of strong personal Catholic faith, with a positive relationship with the Catholic Church.

The human relations aspect of this position is very important, since the Program Director is responsible for supervising and nurturing staff, as well as communicating the values of the camp to current and prospective camp patrons. Personal leadership is very important. The incumbent must possess the ability to collaborate and delegate, as needed. The Program Director must be certified in CPR and First Aid and Lifeguarding or have the ability to do so. A strong environmental ethic is important.

### **Principal Activities:**

- Provide for the continued development and evaluation of all year round retreats including Confirmation, Teambuilding, Environmental Stewardship, and other programs including travel retreats and work with local parishes
- Contact teachers and churches to coordinate the scheduling and preparation of the Confirmation, Teambuilding, Environmental Stewardship, and other programs
- Recommend new program options to the Camp Director
- Provide for the recruiting, screening, selection, training, and spiritual and professional development of the SaLT missionary team; nurture and appraise the missionaries
- Coordinate the scheduling of and communication with priests as needed for Masses and reconciliation
- Plan and facilitate 10 day SaLT training
- Manage delivery of retreats from start to finish. Including but not limited to scheduling, coordinating volunteer staff, facilitating programs, communicating with teachers and chaperones, assisting in the kitchen, cleaning after group leaves and light maintenance. Be on-call and on site when groups are on camp.
- Plan and participate in summer staff training. Build relationships with summer staff
- Accompany SaLT missionaries on traveling retreats
- Other duties as assigned

### **Essential Functions:**

- Ability to understand and implement safety procedures and regulations
- Ability to communicate procedures and regulations to staff and campers
- Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- Ability to understand and implement behavior-management techniques
- Physical endurance to maintain constant supervision of campers and staff
- Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- Ability to understand and communicate the camp's spiritual vision

# Camp Gray

E10213 Shady Lane Rd.  
Reedsburg, WI 53959  
(608)356-8200

*A Ministry of the Catholic Diocese of Madison*

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## Employment Application

### **Personal Information**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone\_( ) \_\_\_\_\_ e-mail \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_ Are you at least 21 years old? \_\_\_\_\_

**Position Desired** \_\_\_\_\_

### **Education**

Name/Location	Years completed	Did you graduate?	Diploma/Degree/Subjects studied
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High School \_\_\_\_\_

Undergraduate College \_\_\_\_\_

Other School \_\_\_\_\_

Please list any courses, special training, or current certifications (including expiration dates) related to position desired:

### **Employment Experience** please list last three jobs

Employer \_\_\_\_\_ Position/duties \_\_\_\_\_

Dates employed \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone #: \_\_\_\_\_

Employer \_\_\_\_\_ Position/duties \_\_\_\_\_

Dates employed \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone #: \_\_\_\_\_

Employer \_\_\_\_\_ Position/duties \_\_\_\_\_

Dates employed \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone #: \_\_\_\_\_

### **Other**

- Have you ever been convicted of a felony (or a misdemeanor involving violent or fraudulent conduct)? YES \_\_\_ NO \_\_\_  
If yes, please state offense, date, and location (a criminal records check will be acquired on all hires):

- Have you ever been arrested for any criminal violation for which you are currently out on bail, out on your own recognizance, or otherwise on release pending trial? YES \_\_\_ NO \_\_\_  
If yes, state the crime you are charged with, the date of arrest, and the court before which the action is pending. Such an arrest will not necessarily disqualify an applicant from employment:
- Are you legally eligible for employment in the United States? YES \_\_\_ NO \_\_\_  
Documentation proving legal right to work in the United States will be required upon hiring.  
  
(please use a separate sheet of paper to answer the following questions)
- Why are you interested in working in this position at Camp Gray?
- What special gifts or talents would you bring to the program and staff?
- What personal goals do you hope to accomplish from this type of work?
- Please describe your spiritual values, as well as your relationship with the Catholic Church.
- Tell us about your experiences as a supervisor.
- Tell us about your experiences leading Catholic prayer.
- Does it concern you that Camp Gray is a tobacco-free, alcohol-free (those of legal age may consume alcohol when not on duty), drug-free community?
- Does it concern you that, as a staff member, you would be responsible for the physical and emotional safety of others?

**References**

please list three personal references, other than relatives or peer friends, who we may contact

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone( ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone( ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone( ) \_\_\_\_\_

I attest that the answers given herein are true and complete to the best of my knowledge. I understand that untrue, misleading, or omitted information may result in dismissal, regardless of the time of discovery by Camp Gray, Inc. I authorize Camp Gray, Inc., to investigate my statements herein and to contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information about me or my employment. I voluntarily and fully release and hold harmless any person or organization that provides information pertaining to me or my employment. I understand that as part of the processing procedure for my employment application, an investigative report regarding my criminal and driver license records, including misdemeanors and traffic violations, may be completed by Camp Gray, Inc. I understand that a prior conviction will not necessarily bar me from employment, as the type and recency of any conviction will be considered by Camp Gray, Inc.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Thank you for your interest in Camp Gray!!!**