



Camp Knutson



PROGRAM SPECIALIST JOB DESCRIPTION

The program specialist is responsible for planning, teaching, coordinating, and carrying out program activities to help guide our campers in an experience that promotes safety, learning, and fun.

All program specialists report to the program director.

Assist in the direction, supervision, and organization of campers in their daily program activities and throughout the camp in order to meet the intended camper outcomes.

- Apply basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement and empowerment of youth.
- Assure campers are properly supervised at all times when they are in program activities.
- Be aware of and implement safety guidelines.

Participate in the development and implementation of program activities for campers that fit within Camp Knutson's mission and specific camper outcomes.

- Responsible for developing summer and weekly written lesson plans for an assigned camp activity area.
- Responsible for leading and assisting with teaching activities.
- Provide for the progression of activities within the framework of individual and group interests and abilities.
- Participate and assist in program areas such as waterfront, all-camp activities, and special alternative events, as directed.

Examples of camp activities include but are not limited to:

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| • Archery | • Dance & Skits | • Music / Leading songs |
| • Arts & Crafts | • Fishing | • Nature |
| • Biking | • Geocaching | • Technical Operator |
| • Boat driving | • Horseback Riding | • Tubing / Waterskiing / Wakeboarding |
| • Canoeing / Kayaking / Stand up paddle boards | • Low ropes / Initiative course | • Yoga / Meditation |

Maintain high standards of health and safety in all activities for campers and staff.

- Be alert to camper and staff needs; assist them with personal and/or health problems; discuss with camp health manager and/or camp director when appropriate.
- Be alert to equipment and facilities to ensure proper utilization and care; report repairs promptly to the camp director.

Be a role model to campers and staff in your attitude and behavior.

- Follow and uphold all safety and security rules and procedures.
- Follow all employment guidelines and personnel policies.
- Set a good example for campers and others regarding general camp procedures and practices, including demonstrating respect for other people and the camp environment/equipment, following and keeping to camp's schedule, displaying proper care and respect for one's self.

Responsible for daily cleaning and upkeep of various areas around camp to promote a safe, healthy, and welcoming environment.

- Participate in daily and end of camp session cleaning, including but not limited to: kitchen work as assigned (setting tables, washing and putting away dishes, food distribution, plus daily chores list); yard work; helping clean and sanitize cabins, dining hall, bathrooms, and other areas of use during each camp session.

Other Job Duties:

- Contribute to verbal and written evaluations and communications as requested.
- Participate enthusiastically in all-camp activities, planning and leading those assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, and other all-camp activities and camp functions.
- Participate in camp's special events to offer good will for camp and the surrounding community as assigned.
- Assist in the planning of any special events.
- Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

Relationships:

- In addition to working directly with campers, program specialists have regular contact with kitchen staff, business and maintenance staff, and volunteers; program specialists are expected to maintain respectful, professional communication with all visitors, staff and volunteers to provide the highest level of service to our campers.



Equipment Use:

- Program specialist maybe be asked to use or wear proper safety equipment.
- Some program specialists maybe be asked to drive a camp vehicle or watercraft.
- Program specialist will have to use cleaning agents as a part of keeping camp sanitary.

Qualifications:***Minimum Education and Experience***

- Must be at least 19 years of age AND preferably completed 2nd year of college or post-secondary education.
- Must be able to obtain or become certified in First Aid/CPR.
- Must be able to submit a health history record and examination form prior to first day of work.
- Must be able to interact with people of all ages and who have a variety of disabilities, ranging from mental to physical needs.
- Additional certifications, such as Lifeguarding, may be required to obtain. All required certifications will be offered during staff orientation.

Knowledge, Skills and Abilities

- Understand the developmental needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in specific program areas.
- Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate management techniques.

Essential Functions of the Job:

- Must be able to tolerate prolonged work hours with few breaks.
- Must be able to tolerate exposure to crowds and high noise levels.
- Mental, emotional and social resiliency (handles stressful situations appropriately, able to practice self-care) and cognitive abilities (mental skills necessary) to carry out job responsibilities in a high-paced, social environment.
- Interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy) to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to read, understand and follow printed instructions in English.
- Ability to communicate and work with participating groups (varying ages and skill levels) and provide necessary instruction to campers and staff.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid; must be able to assist campers in an emergency (fire, evacuations, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Ability to be on one's feet for 4 continuous hours walking, bending, twisting, reaching above head, and carrying items and the ability to run or walk fast for short distances.
- Ability to have limited access to phones, social media and other technology.

Some physical requirements of a program specialist could be endurance including prolonged standing, some bending, stooping, and walking long distances, hiking, climbing, and stretching. Requires eye-hand coordination and manual dexterity to manipulate equipment and participate in camp activities. Requires normal range of hearing and eyesight to record, prepare, and communicate/respond to camper needs. Willing to live in camp setting and work irregular hours with limited or simple equipment/facilities. Willing to endure daily exposure to the sun, heat, and other elements and sharing a camp environment that is known to have bugs, snakes, bats, and other woodland animals.