



## Camp Mulberry Program Director Job Description

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### *Qualifications*

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- Ability to plan and facilitate intentional camp programming that meets the mission, goals, and outcomes of the Laurel Foundation, for transgender, non-binary, and gender-diverse campers ages 6 - 17 of varying abilities.
- Has the desire and ability to work with youth in a resident camp setting
- Confident in large-group leadership role
- Has previous leadership experience
- Confident in large-group activity facilitation, including delivering announcements, entertaining crowd, facilitating large-group songs/games
- Displays positive communication, supervision and support skills with volunteers
- Demonstrates good character, integrity, enthusiasm and ability to adapt to camp setting
- Ability to deal with conflict and challenges in a positive way with positive results
- Ability to accept guidance and supervision
- Ability to meet deadlines
- Prior camp program experience (3 years preferred)
- Prior camp experience at The Laurel Foundation camps required
- At least 21 years of age
- Proficient in MS Word, Excel, Google Drive, and Drop Box file sharing
- Ability to keep track of and regularly respond to emails, preferably using GMail
- Has a good driving record, ability to pass a DOJ Criminal Background Check and is cleared through the National Sex Offender Registry

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### *Responsibilities*

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Under the general direction of the Director of Volunteers, the Camp Mulberry Program Director is responsible for all matters pertaining to program development, facilitation and logistics for Camp Mulberry's Summer Camp session 2026. The Program Director participates in collaborative program planning meetings with office, completes program assignments prior to camp pertaining to the job requirements, and facilitates the camp program while at camp.

**RESPONSIBLE TO:** Director of Volunteers

**SUPERVISES:** Volunteer Facilitators / Site Program Facilitators

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### *Camp Goals*

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To provide youth with a rewarding camp experience by:

- Developing self-empowerment and independence
- Cultivating community and positive relationships
- Fostering a spirit of trust and support
- Creating opportunities to develop skills and interests

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## *Duties*

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### **ADMINISTRATION:**

- Participate in program planning meetings with the leadership team prior to camp session. This includes:
  - Program Meetings with partial "Head Staff" team - including Camp Director, Director of Volunteers, and at least one Head Counselor
  - Facilitator Check-Ins with Director of Volunteers
  - Head Staff Meeting with entire "Head Staff" team - including Camp Director, Director of Volunteers, all Head Counselors, Director of Mental Health, and Medical Director
- Create program facilitator instructional materials (Session Plans) in a timely manner and necessary supply list. Volunteer Day Program Facilitators are expected to provide their own programming materials. Program Director may submit purchase requests to Director of Volunteers, to be approved by CEO. Purchase requests for program materials must be submitted no later than 6 weeks before camp date. The Laurel Foundation cannot guarantee requests will be approved. Approved requests will be added to The Laurel Foundation's Amazon Wishlist. The Laurel Foundation cannot guarantee items from the Wish List will be donated.
- Design camp program, using programs provided by the rental camp facility and complimenting this by recruiting Volunteer Day Program Facilitators. Program Director is responsible for all scheduling of program for site and day facilitators. Responsible for timely communication with facilitators regarding these schedules.
- Collaborate with the Director of Volunteers and communicate Pre-Camp planning needs. This includes:
  - Directing unloading of supplies for program areas including Arts & Crafts, Evening Program, etc;
  - Reviewing Program Schedule with all volunteers. This includes Campers Choice programs available for the week, Evening Program schedule, and final campfire skit night sign-ups, etc

### **PROGRAM:**

- Development and execution of strong camp programs to meet the mission and goals of the organization.
- Ensure the inclusion of organizational goals for all program activities
- Is the "emcee" of the camp program, makes announcements, communicates schedule to participants and adapts schedule to program needs and/or changes when necessary.
- Serve as program liaison to Volunteer and Site Program Facilitators
- Manage program equipment needs
- Participate in Head Staff and Counselor Meetings, effectively communicate program changes and/or needs
- Coordinate Camper's Choice activity assignments for campers and volunteers
- Conduct all communication in a positive manner
- Perform other duties as assigned.

### **STIPEND:**

Upon completion of the camp session, the Program Director will receive \$750 . This stipend applies to all resident camp sessions regardless of length of program.