

Camp Susan Curtis

Job Description

Job Title: **Venture-Out Program Director**
Incumbent:
Classification: *Exempt (Seasonal)*
Reports to: *The position will report to the Camp Director*

Position Purpose:

To further the mission of Camp Susan Curtis through the development and delivery of team-building activities and safe, fun and challenging venture-out trips. To deliver a Venture-Out program that is appropriate to the campers' age and abilities. Manage the physical operation of the Venture-Out program and equipment. Organize all aspects of the trip schedules throughout the state of Maine.

Essential Job Functions:

1. Deliver a safe and challenging venture-out program to campers.
 - Plan trips that meet camp outcomes and the abilities of the campers.
 - Evaluate outdoor skill abilities of campers and staff.
 - Deliver progressive and environmentally sound program activities.
 - Evaluate the success of the venture-out program and the development of the campers' abilities and outdoor skills.
 - Expand the camp's activities with new games and initiatives.
 - Develop new processing and debriefing tools.
2. Ensure that camp staff and campers know and follow safety and environmentally sound procedures in outdoor pursuit programming.
 - Assist in the implementation of staff training for venture-out trips.
 - Provide guidelines for a program utilizing the challenge course.
 - Train other staff in their tripping responsibilities including LNT theory.
 - Ensure campers and staff follow safety procedures for all trips off camp.
3. Manage and care for the equipment in the venture-out program area.
 - Conduct checks of all trip equipment for safety, cleanliness, and good repair before and after each trip
 - Keep inventory of all venture out equipment.
 - Clean venture out storage area daily keeping it free of hazards and debris.

Other Job Duties:

- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- Create menus for overnight trips and place food order to kitchen manager in a timely manner.
- Will help plan overnight trips that individual cabins take each session.
- Will help plan progressive 1st year and 2nd year LIT trip and CIT graduation trip.

Relationships:

Program Specialists often have direct relationships with the counseling staff and may actually serve as a Counselor with a camper group when not on duty during adventure challenge activities.

Qualifications: (Minimum Qualifications and Experience)

- Current certification in challenge course operation or documented experience and training.
- Current certification in first aid and CPR.
- Current certification as First Responder or Wilderness Rescue
- Six weeks experience in a management or supervisory capacity in a similar program.

Knowledge, Skills, and Abilities:

- Training and experience in outdoor trip programming.
- Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- 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, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of an adventure challenge position could be endurance including climbing, standing, some bending, stooping, and stretching. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.

For more information please contact:

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