

Job Description: Program Manager



Purpose:

To lead the development, planning and implementation of year-round programming opportunities and events.

Wages / Benefits: ... (To be discussed)

- Full-Time position
- Vacation time
- Housing (optional)

Organizational relationships and supervision:

- Works under the supervision of the Camp Director

Qualifications:

- Agree with Penn-York Camp's Mission Statement and Statement of Faith.
- Be a spiritual leader, grounded in Christ, and live a life according to PYC's Statement of Faith.
- Be self-motivated, friendly, outgoing and open minded,
- Develop and carry out new ideas and programs.
- Support, encourage, and communicate with leadership and other team members of PYC staff.
- High school Diploma or higher education

Responsibilities:

- Develop, manage, and improve year-round programming.
- Oversee and mentor the Summer Program Director in planning, teaching and leading a strong, spirit-filled and well-structured summer camp program year-to-year.
- Help lead, facilitate and be fully involved in camp programs and year-round events.
- Assist in recruiting, training, and supervising summer staff and volunteers.
- Develop and maintain a year-round camper follow-up program.
- Develop a strong youth leadership program.
- Promote and market camp programs to churches, and local communities.
- Partner with camp leadership on vision, strategy, and the future goals of camp.
- Learn PYC's computer programs and software.