



## **Camp Idlewild of Florida**

### **Program Specialist**

#### **Job Description**

#### **Job Requirements**

- 19 years of age or completion of one year of college (unless otherwise specified).
- Physically and mentally capable to handle the care of campers.
- Be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and our camp values: camaraderie, appreciation, possibility, and safety.
- Be flexible with the changing needs of the program.
- Previous camping, education and/or childcare experience preferred.
- Experience related to program area preferred.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and are hired for the duration of our summer program. The time commitment is late June to early August.

#### **Job Summary**

Program Specialists are responsible for the planning, implementing, and facilitating an outcome based curriculum for their respective program area. Program Specialists will collaborate with both full time and seasonal staff to ensure appropriate programming for campers.

#### **Job Responsibilities**

- Be responsible for the care and supervision of campers and staff participating in your specific program area.
- Plan an outcome based curriculum relevant to program area.
- Help create and foster an environment that promotes inclusivity, safety, and participation.
- Plan, implement, and adapt outcomes-based programming for children of all abilities, ages 6-17.
- Work effectively both individually and as part of a team.
- Collaborate with Cabin Leaders, Cabin Counselors, Volunteers, and Medical Staff to ensure appropriate programming for campers.

- Ensure the cleanliness and organization of assigned program area.
- Prepare program areas before scheduled activity times.
- Prompt attendance at all scheduled activities.
- In collaboration with the Program Director and other Program Specialists maintain inventory and ordering of program supplies.
- Maintain communication with Program Director and other Program Specialists about program needs, program development, and weather plans.
- Be flexible in planning and scheduling.
- Provide consistent engagement with participants throughout each session.
- Lead, organize, and suggest a varied series of creative games and activities for rainy days and downtime. Attend all required meetings.
- Actively participate in and help facilitate all day and evening programs as required by the Program Director.

**Reports to:**

The program specialist is directly responsible to the Program Director.

Modified February 16, 2018