



Camp Idlewild of Florida *Job Description*

PROGRAM SPECIALIST

Reports to: Camp Director, Program Director

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.

Qualifications:

1. Age 18 or above
2. Ability to serve as a role model and provide support to Camp volunteers.
3. Commitment to foster a community that celebrates inclusivity and our camp values: camaraderie, appreciation, possibility, and safety.
4. Be flexible with the changing needs of the program.
5. Previous camping, education and/or childcare experience preferred.
6. Experience related to program area preferred.
7. Perform other duties as deemed necessary by Camp leadership.
8. Current First Aid Certification (provided during summer staff training week if needed)
9. Current CPR Certification (provided during summer staff training week if needed)
10. Lift a minimum of 25 pounds.
11. Desire to work and live in a camp community 24 hours a day during summer/weekend camps.
12. A genuine interest in working with children and adults with varying special needs.
13. Good character, integrity, adaptability, enthusiastic, sense of humor, patient, flexible, and positive.
14. Ability to accept guidance, direction, and supervision.
15. Ability to work on a team, relate and work well with others.
16. Self-starter and organizer.
17. Independent, mature, has ability to supervise and support others.
18. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
19. Ability to observe and understand camper behavior, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques as needed.
20. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

21. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
22. 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.
23. Must be able to work long hours and have a high level of energy.

Responsibilities:

1. Create and deliver a program that is appropriate for the age and ability level of campers attending during any specified week.
2. Be responsible for the care and supervision of campers and staff participating in your specific program area.
3. Collaborate with all staff including Camp Counselors, Volunteers, and Medical Staff to ensure appropriate programming for campers.
4. Plan an outcome-based curriculum relevant to program area.
5. Help create and foster an environment that promotes inclusivity, safety, and participation.
6. Evaluate abilities of campers and create plans that are adaptable to meet the abilities of all campers.
7. Ensure the cleanliness and organization of assigned program area.
8. Prepare program areas before scheduled activity times.
9. Prompt attendance at all scheduled activities.
10. In collaboration with the Program Director and other Program Specialists maintain inventory and ordering of program supplies.
11. Maintain communication with Program Director and other Program Specialists about program needs, program development, and weather plans.
12. Assist leadership staff during designated staff training week for program related areas.
13. Ensure staff understands their responsibilities and roles for each activity area.
14. Ensure safety procedures and regulations are being followed during all camp activities.
15. Assist with management and care of facilities and equipment in program areas
16. Lead program areas with enthusiasm. Encourage staff and campers to be involved.
17. Be flexible in planning and scheduling.
18. Provide consistent engagement with participants throughout each session.
19. Lead, organize, and suggest a varied series of creative games and activities for rainy days and downtime.
20. Attend all required, program related meetings.
21. Actively participate in and help facilitate all day and evening programs as required.