

Program Associate

Job Summary:

The primary responsibility of the Program Associate is to assist in the management of camp programming; including but not limited to recruitment and training of seasonal staff and volunteers; compliance with camping policies, standards, and regulations both internal and external; assist with the coordination and implementation of safe and intentional camp programming for children with special medical care needs.

Essential Duties & Responsibilities:

- Assist with the implementation of safe and intentional camp programming for children with special medical care needs
- Participate in the maintenance and execution of camp programming policies and procedures that ensure compliance with all American Camping Association and SeriousFun Children's Network criteria and accords, and all other state and industry regulations
- Active participation in the crisis management team
- Assist in recruiting seasonal staff including but not limited to: visiting colleges, interviewing, and reference checks
- Assist in the coordination and implementation of staff and volunteer orientation and training
- Serve as Family Pal Coordinator or Activity Coordinator role on designated retreat weekends
- Assist in coordination of, and participation in special events
- Assist the Program administration team in providing camp tours
- Perform summer seasonal job responsibilities as assigned by the Camp Director
- Understand and actively participate in established Camp Boggy Creek policies, procedures, training and team activities.
- Perform other duties as assigned.

Qualifications:

Education & Experience:

- Bachelor's degree
- Preferred candidates will have a minimum of two years of medical camping or related experience.
- Proven ability to organize and accomplish daily, weekly and special intentional programming
- Ability to work independently and within a team environment
- Proven ability to manage multiple work tasks

- Excellent communications, organizational and problem solving skills
- Current certifications in CPR and First Aid

Physical/Mental Requirements:

- This is a permanent full time position with significant time demands during camp seasons including nights and weekends.
- Live on camp property throughout summer programming, including orientation and training as well as during designated family retreat weekends
- This position will spend considerable time outdoors in hot, humid conditions and be exposed to environmental hazards including inclement weather, insects and natural Florida wildlife.
- Work schedule includes weekdays and weekends/holidays as needed to support camp programs, events and other camp activities.
- This position requires strenuous physical activity including the ability lift and carry up to 50 lbs.

Immunizations are required for this position

'Work Remotely

- No

Job Type: Full-time

COVID-19 considerations:

COVID-19 protocols and precautions in place, including masks, social distancing and daily health screenings are required.