Program Director Position Description:

Camp Henry Mission Statement:

To provide life changing experiences for all in a Christian environment

Program Director reports to the Associate and Executive Directors

Primary Responsibility: Deliver and enhance outstanding program experiences for all campers and guests including recruiting, training, supervising, mentoring and encouraging program staff members.

Camp Henry has experienced incredible growth and been very successful over the past several years. We have been able to invest over $8.5 million to significantly enhance and expand our facilities at camp.

In addition, we have had growing summer camp enrollment for several years in a row. We have served over 2,290 summer campers and anticipate an additional 10,000+ year round retreat guests in 2026 – and we are already nearly sold out for the summer of 2027.

Our goal is to maintain our incredible positive momentum with our summer camp program and to continue to retain over 85% of our year round guest groups while also recruiting several additional new groups.

We are excited to welcome a new Program Director to join our year-round staff of 20 members as we look forward to challenging Camp Henry's potential and the exciting opportunities ahead.

Tasks and Areas of Responsibility:

1. Deliver and enhance outstanding program experiences for all campers and guests during summer and year round seasons
2. Embrace operational and safety standards for all programs and activities and help to ensure that staff members consistently meet or exceed standards and expectations
3. Contribute to the Christian environment at Camp Henry, primarily by loving whoever is in front of you at all times
4. Ability to supervise and lead our primary program areas, including:
    a. High Adventure, Aquatics, Environmental/Outdoor Education, Tripping, Team Building, Horses
5. Contribute positively to the Camp Henry Director's Team, and attend Director's Meetings
6. Lead recruiting, training, documentation of training, supervising, and mentoring *year round* and *seasonal* program staff members
7. Assist the Executive Director/Summer Program Director with recruiting, training, and managing *summer camp* staff members and supporting summer campers
8. Form an impactful and collaborative leadership team with our Summer Camp Director as well as our Assistant Program Directors
9. Provide leadership in the following areas:
    a. Fostering relationships with year round group leaders and assist with creating program schedules and incredible experiences for guests
    b. Supporting, encouraging, appreciating, offering feedback and pouring into staff members on the Program Team
    c. Sustaining great collaboration and positive team culture

d. Developing, equipping, monitoring, and maximizing programs and activities during summer and year-round
e. Prioritizing program projects and resources
f. Caring for and repairing program equipment and supporting others in this task
g. Securing and obtaining resources needed for program areas of camp to thrive
h. Assisting in establishing benchmarks and standards of excellence within our programs and helping Program Team meet and exceed those expectations
i. Helping to prepare Program Team members before group and camper arrivals to anticipate and exceed camper and guest needs and expectations
j. Maintaining a strong presence at Camp Henry and serve as a resource for Program Staff members as well as campers and guests
k. Assist with seeking opportunities to expand Camp Henry programs aimed at serving our core audiences – summer campers, youth groups, retreat groups, school groups, and family camps

Other Responsibilities:

1. Ensure that all programs and activities meet or exceed State of Michigan licensing requirements and American Camp Association standards
2. Obtain or maintain certifications and trainings as needed (WFA, American Red Cross Lifeguard, ACCT, Archery, Chauffeur's License) that will help support this position
3. Support and foster Camp Henry's relationship with Westminster Presbyterian Church and its members and staff
4. Occasionally support other teams as they recruit summer campers and guests/groups for our year-round seasons and Camp Henry Events
5. Collaborate and assist with Food Service, Housekeeping, Fund Development, Facilities, Guest Services, Volunteers, and Community Engagement as needed
6. Contribute in a positive way to the Camp Henry staff community
7. Other duties as assigned

Position Requirements:

1. Flexible and ready to pivot, deeply present in the day to day, fun under pressure, intentionally helpful, prepared for tasks at hand, gracious and ready to assume good intentions of others, uplifting to campers/guests/and teammates
2. Ability to work independently and as part of a team
3. Group management and teaching/facilitation skills
4. Experienced working with youth and adapting programs to various ages and developmental stages
5. Capable of long hours outdoors in typical and inclement weather
6. Customer-service oriented, including the ability to continuously convey positivity and politeness
7. Ability to practice sound decision making, problem solving and effective communication
8. Hard-working, service-oriented, preferably with a college degree and previous camp staff and outdoor teaching or similar experience (not required but desired)
9. Open to feedback and willing to be coached
10. Strong interpersonal skills
11. Deep love of working with people and desire to create unique, fun, memorable experiences for campers, guests, and staff members

Qualifications:

12. Pass a criminal background check
13. Previous experience supervising and leading a team
14. Possess a valid driver's license (Ability to obtain Chauffeur's license)
15. American Red Cross Lifeguard Certification (Preferred but not required)
16. American Red Cross CPR/First Aid certification or ability to acquire (Often paired with Lifeguarding)
17. High Adventure ACCT Level 1 or 2 Certification (Preferred but not required)
18. Wilderness First Aid Certification (Preferred but not required)

Compensation & Benefits:

Salary	$42,000/year with On-Site Housing (valued between $750 - $1,500 per month) $48,000/year without On-Site Housing
Benefits	Employee Benefits • Individual coverage for Health Insurance and Dental Plan • FLEX or FSA plan available for employee to designate salary deduction for pre-tax medical expenses • Earned Time Off (ETO), 18 days annually • Paid Holidays provided per the Camp Henry yearly holiday schedule • Retirement contribution after one year of service Available at employee's expense • Double or family coverage for Health and Dental plan • Vision plan for any member of employee's family • Life insurance • Long Term Disability Insurance
Housing & Meals	If housing is provided to you, utilities provided by Camp would include heat, electricity, and trash. Meals provided by Camp when food service is provided for summer camp or retreat groups with 30 or more guests.
Mileage	Mileage provided when personal vehicles are used for work related driving at rate set by Westminster Presbyterian church - reflective of current IRS mileage reimbursement allowance.

We are excited to welcome a new **Program Director** to join our year-round staff as we look forward to the exciting opportunities ahead. Ideally, the role will begin by October 15, 2026 but the start date is flexible.

Interested applicants should send a cover letter and resume to Jake, Executive Director, jake@camphenry.org