

Assistant Program Director Position Description:

Camp Henry Mission Statement:

To provide life changing experiences for all in a Christian environment

Assistant Program Director reports to the Program Administrator

Primary Responsibility: Deliver and enhance outstanding program experiences for all campers and guests and assist the Senior Program Director with 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, serving over 2,200 summer campers and an additional 10,000 year round retreat guests in 2024 – and we are already nearly sold out for the summer of 2025.

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 Assistant 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. Serve as the "point" person for 1 or 2 of the following program areas at camp:
 - a. Aquatics, High Adventure, Team Building, Environmental/Outdoor Education, Horses, Tripping
3. Assist the Senior Program Director with recruiting, training, supervising, mentoring and encouraging *year round* and *seasonal* program staff members
4. Assist the Senior Program Director/Executive Director/Summer Program Director with recruiting, training, and managing *summer camp* staff members and supporting summer campers
5. Assist the Senior Program Director with
 - a. Supporting, encouraging, appreciating, and pouring into staff members on the Program Team
 - b. Helping sustain great team culture and collaboration
 - c. Helping develop, equip, monitor, and maximize programs and activities during summer and year-round
 - d. Prioritizing projects and resources
 - e. Helping care for and monitor program equipment, support others in this task
 - f. Helping to secure and obtain the resources needed for program areas of camp to thrive
 - g. Assist in establishing benchmarks and standards for excellence within our programs
 - h. Helping prepare Program Team members to anticipate and exceed camper and guest needs and expectations



- i. Maintaining a strong presence at Camp Henry and serve as a resource for Program Staff members as well as campers and guest
- j. 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. Collaborate with Senior Program Director to ensure that all programs and activities meet or exceed State of Michigan licensing requirements and American Camp Association standards
2. Foster relationships with year round group leaders and seasonally assist with creating program schedules and incredible experiences for guests
3. Obtain certifications and trainings as needed (WFA, American Red Cross Lifeguard, ACCT, Targets) that will help support this position
4. Support and foster Camp Henry's relationship with Westminster Presbyterian Church and its members
5. Occasionally support other teams as they recruit summer campers and guests/groups for our year-round seasons and Camp Henry Events
6. Collaborate and assist with Food Service, Housekeeping, Fund Development, Facilities, Guest Services, Volunteers, and Community Engagement as needed
7. Contribute in a positive way to the Camp Henry staff community
8. 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. Experienced working with youth and adapting programs to various ages and developmental stages
4. Capable of long hours outdoors in typical and inclement weather
5. Customer-service oriented, including the ability to continuously convey positivity and politeness
6. Ability to practice sound decision making, problem solving and effective communication
7. Hard-working, service-oriented, preferably with previous camp staff and outdoor teaching or similar experience (not required but desired)
8. Open to feedback and willing to be coached
9. Strong interpersonal skills
10. Deep love of working with people and desire to create unique, fun, memorable experiences for campers, guests, and staff members

Qualifications:

11. Pass a criminal background check
12. Possess a valid driver's license (Ability to obtain Chauffeur's license not required, though preferred)
13. American Red Cross Lifeguard Certification

- 14. American Red Cross CPR/First Aid certification or ability to acquire (Often paired with Lifeguarding)
- 15. High Adventure Certified ACCT Level 1 or 2

Compensation & Benefits

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| Salary | \$30,000 On-site Housing Included (valued between \$6,000-\$9,000 per year depending on housing option) |
| Benefits | <p>Employee Benefits</p> <ul style="list-style-type: none"> ● 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 <p>Available at employee’s expense</p> <ul style="list-style-type: none"> ● 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 | <p>Housing will be provided to you. Utilities provided by Camp include heat, electricity, and trash.</p> <p>Meals provided by Camp when food service is provided for summer camp or retreat groups with 30 or more guests.</p> |
| 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 **Assistant Program Director** to join our year-round staff as we look forward to the exciting opportunities ahead.

Interested applicants should send a cover letter and resume to Alysa, Senior Program Director alysap@camphenry.org