

JOB TITLE: Program Manager

JOB TYPE: Full time

DATE POSTED: July 17, 2017

SUPERVISOR: Executive Director

ORGANIZATION OVERVIEW

Willowbrook Arts Camp is seeking an experienced camp administrator to direct its summer camp that is held at Browns Ferry Park in Tualatin, Oregon. Willowbrook is a six week summer day camp which offers a rich environment of integrated arts and nature. It provides opportunities for children to develop their creative potential through experiences in the arts and environmental studies in an atmosphere that mentors and nurtures the whole child, promotes a spirit of peaceful collaboration and encourages individual exploration and expression.

Staff Specialists guide children in a wide variety of artistic disciplines. For more information, visit www.willowbrookartscamp.org.

DUTIES AND RESPONSIBILITIES

- Hire and supervise camp staff including Area Specialists, College and High School assistants, and safety staff.
- Develop and evaluate overall programming of camp.
- Provide staff development and training.
- As a member of the Willowbrook staff, actively promote and support the mission of Willowbrook, its members, visitors, and collaborators.
- Work with the marketing committee to promote the camp in publications, at community events, and through social media in collaboration with Executive Director.
- Manage office personnel to ensure a smooth and friendly camp registration process.
- Aware of OSHA laws and behavioral camper management regulations.
- Ensure that medical certifications and safety practices are up-to-date.
- Create positive relationships with campers, their families, camp staff, volunteers and our community.
- Adhere to the annual budget.
- Other duties as assigned by the Executive Director.

QUALIFICATIONS

- Previous experience working with children is required. Expertise in child development and positive behavior management is preferred.
- Bachelors' Degree in Communication, Education, or a Human Services related field preferred.
- At least two years experience hiring, supervising, and setting policy for seasonal or temporary staff.
- Entrepreneurial in spirit, creative and innovative, a proven record of developing successful programming for children in the field of arts, and environmental science.
- A willingness to take initiative, solve problems, assess priorities, and manage a variety of tasks calmly and effectively.
- Must have an abundance of patience as well as a good sense of humor and strong work ethic.
- Knowledge of Willowbrook or familiar with Willowbrook philosophies helpful.
- Must be able to successfully pass a background check.
- Must be physically able to work outside all day and lift and move up to 50 lbs.
- Must have or be able to obtain CPR/first aid training.
- Must have proficient technology skills, including Microsoft Office (Word, Excel, Outlook, PowerPoint, etc). Familiarity with social media platforms and donor management software a plus.

SALARY

\$42,000-\$47,000 annually based on experience.

APPLICATION GUIDELINES/CONTACT:

Please submit a resume and letter of introduction to willowbrookartscampboard@gmail.com.

Willowbrook Camp is an equal opportunity employer and is committed to maintaining a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state, or local laws.