



**Willowbrook**  
where the creative spirit of childhood finds its home.

## **WILLOWBROOK ARTS CAMP**

**JOB TITLE:** Program Director

**JOB TYPE:** Full time, year-round

**DATE POSTED:** September 24, 2018

**REPORTS TO:** Executive Director

### **ORGANIZATION OVERVIEW**

Willowbrook Arts Camp is seeking an experienced camp administrator to direct its summer camp held at Browns Ferry Park in Tualatin, Oregon. Willowbrook is an outdoor, 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. For more information, visit [www.willowbrookartscamp.org](http://www.willowbrookartscamp.org)

### **POSITION SUMMARY**

The Program Director facilitates the development, implementation, and evaluation of the Willowbrook's 6-week summer camp. This person is responsible for planning and communicating with specialists, college assistants, high-school assistants, guest presenters, and other contributors to the camp program. This is a full-time, exempt year-round position with benefits, located in Tualatin, Oregon.

### **PRIMARY RESPONSIBILITIES**

- Implement and evaluate overall programming of camp
- Hire, supervise and evaluate nearly 200 camp staff including area specialists, college and high school assistants
- Manage the summer camp, high-school apprentice program
- Oversee camp volunteers
- Supervise and work closely with Program Assistant(s)
- Provide staff development and training
- Handle questions, problems and concerns of parents/guardians as well as camper behavioral issues on a case by case basis
- Handle emergency situations in conjunction with the Executive Director and other core staff
- Observe the peer culture to identify problems, make recommendations and implements solutions as necessary
- Assess the overall camp program and activities to see if there are any changes that need to be made for optimum functioning.
- Actively promote and support the mission of Willowbrook and its programming and relationships with the community at large
- Provide a welcoming environment and experience and create positive relationships for campers, families, staff, volunteers and our community
- Work collaboratively with the City of Tualatin as per Willowbrook's partnership agreement

- Adhere to the annual budget
- Perform other duties as assigned by the Executive Director

## **DESIRED EXPERIENCE | QUALIFICATIONS | ABILITIES**

- Bachelor's degree is required, or equitable combination of education and experience. Graduate degree a plus.
- Three years' experience working with children. Expertise in child development and positive behavior management is preferred
- At least two years' experience hiring, supervising, and setting policy for seasonal or temporary staff
- Possesses good leadership abilities, management and organizational skills.
- Entrepreneurial in spirit, creative and innovative, a proven record of developing successful programming for children in the field of arts, and environmental science
- Knowledge of Willowbrook or familiar with Willowbrook philosophies helpful.
- Ability to efficiently manage projects and balance multiple priorities while maintaining a positive outlook and working effectively in a collaborative environment
- Strong active listening skills and ability to negotiate positive outcomes
- Patient, enthusiastic, self-controlled and dependable with a good sense of humor and strong work ethic
- Ability to work independently and collaboratively as a team
- Must be physically able to work outside all day and lift and move up to 50 lbs.
- Ability and willingness to work a flexible schedule, including some evenings, early mornings and occasional weekends
- Aware of OSHA laws and behavioral camper management regulations
- Must have or be able to obtain CPR/first aid training
- Must be able to successfully pass a background check
- Must have proficient technology skills, including Microsoft Office and Google Suite. Familiarity with social media platforms (i.e. Facebook, Instagram) and camp management software a plus

## **SALARY**

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

Benefits:

- 11 Paid Holidays per year
- Paid Vacation Leave
- Paid Holiday Closure (December 24 – January 2)
- Paid Sick Leave
- Flexible schedule
- Medical insurance stipend

*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.*

## **HOW TO APPLY:**

Please submit a resume and cover letter to [apply@willowbrookartscamp.org](mailto:apply@willowbrookartscamp.org). No phone calls please.

References will only be requested for final candidates. Application review will be on-going. Initial interviews to commence on or about the week of October 15.