



## Camp Up with People Position Description

**Title:** Program Manager  
**Reports to:** Camp Director  
**Starting Date:** June 26, 2011

### Core Responsibilities:

- Act as a coach, role model and mentor in the campers' learning.
- Maintain a safe and respectful multicultural learning environment.
- Be adaptable and flexible in a fast paced, constantly changing environment.
- Develop and foster a community amongst the group that allows for a transformative experience for all campers.
- Attend to camper needs, counseling and feedback.
- With all staff members, ensure the successful implementation of the entire Camp Up with People program by participating in a variety of program components.

### Manager Responsibilities:

- Oversee the Education Department to direct and lead Education Coordinators.
- Coordinate session preparation and ensure all Ed/CI components are created and in balance.
- Oversee the implementation of the curriculum plan by scheduling workshops & evaluations and coordinating with staff for participation in the curriculum process.
- With the Camp Director, make necessary adjustments to the curriculum plan.
- In collaboration with the Management Team, ensure the safety of the CUWP cast.
- In collaboration with the Management Team, hold staff and campers accountable to the Camp UWP Policies and Guidelines.
- In collaboration with the Management Team, ensure effective and timely implementation of the daily schedule.
- In collaboration with the Management Team, monitor and address issues of group dynamics within the cast.
- Assist the Camp Director with addressing cast needs and concerns as they arise.

### Specialized Responsibilities (*With other Education Team members*):

#### Regional and Cultural Learning

- Plan and implement Regional Learning activities.
- Help participants understand and appreciate cultural differences within the group, focus on cultural distinctions, communication styles and social issues.
- Help secure guest lectures on the topic of intercultural understanding as well as topics relevant to specific issues.
- Schedule and prepare campers for Culture Presentations.

#### Community Service Learning

- Organize and deliver the Community Impact (CI) projects and make connections to the other components of the program.
- Oversee the preparation, implementation, and reflective learning as it relates to CI activities.
- Teach "Stand for Peace" curriculum and adapt training manual as needed.
- Coordinate and facilitate rotation and training for CI Crew Leaders.

- Work with Camp Director to oversee partnership building with community organizations and alumni involved in CI activities.

#### Operations

- Develop “Assistantship” program, and guide/coach Assistants in their learning goals, facilitating evaluations, etc.
- Ensure that learning is reflective, thoughtful, creative and ongoing.
- Facilitate opportunities for ongoing interaction between Camp UWP and Camp Horizons.
- Coordinate Assistants responsible for presenting current events/news to cast through announcements, making newspapers available and presentations.
- Facilitate opportunities to have discussion groups and debates on leadership, global issues, cultural values or topics of interest.
- Responsible for purchasing and tracking education supplies.

#### Qualifications:

- Experience with facilitation and design of experiential and traditional lesson plans.
- Experience in planning, implementing and evaluating projects (community service learning projects, leadership, diversity/cultural or other projects).
- Strong organizational skills.
- Experience with budget management.
- Direct supervisory experience.
- Ability to maintain confidentiality and exercise discretion.
- Proficient computer skills, including Word, Excel, PowerPoint and Outlook.
- Experience in the facilitation of experiential education programs.
- Lived or worked in a foreign country.
- Second language skills a plus.
- Successful experience in crisis management.
- Successful experience in conflict resolution.
- A model of exemplary ethics.

#### Notes:

- A valid driver’s license and willing to drive.
- This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.
- Employees will be appraised on an ongoing basis and held accountable for all job duties.

#### **Application Procedure:**

**To apply for this position, please download and complete an [Application](#), and scan and e-mail to: [Contact@CampUpwithPeople.org](mailto:Contact@CampUpwithPeople.org) or Fax to: 540-896-5455. In the “Subject” line put your name and the position for which you’re applying. Applicants will be reviewed beginning December 15, 2010.**

**Camp Up with People is an Equal Opportunity Employer**