

Program Director

Summary: The Program Director ensures the daily excellence and creativity of Camp Greenway's programming. Each Program Director oversees a distinct set of program areas and directly supervises the Specialists in those areas. Together, the Program Directors ensure that every camper experiences high-quality, engaging, and mission-aligned programming. This role balances creativity with organization, supporting both staff and systems to bring the camp experience to life each day.

Commitment: This is a seasonal, summer position which includes 8 weeks of camp, 7 days of staff training, and 20 hours of pre-season virtual work with the Camp Director. Candidates must be able to commit to all weeks of in-person programming.

Minimum Requirements: Bachelor's Degree (or equivalent experience) required. Program/curriculum development, leadership, or camp experience preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Assistant Camp Director for Operations, Camp Director

Supervises: Specialists

Specific Responsibilities:

- Supervise and mentor Specialists, providing feedback, resources, and guidance to support excellent program delivery.
- Ensure program quality and consistency across all assigned activity areas, maintaining alignment with camp philosophy and standards.
- Coordinate with Specialists to plan and implement daily activities, ensuring programs are engaging, inclusive, and developmentally appropriate.
- Manage program logistics, including scheduling, supply ordering, and coordination with other departments.
- Support Specialists in bringing creativity and innovation to their teaching and leadership.
- Maintain accurate inventory and care for equipment, supplies, and facilities in program areas.
- Provide both formal and informal feedback to Specialists to help foster teamwork, professionalism, and joy within the leadership community.
- Collaborate with both Assistant Camp Directors to design and execute camp-wide special events, theme days, and staff celebrations.
- Support camp operations as needed, including drop-off, pick-up, and daily transitions.
- Serve as a member of the Administrative Team, maintaining strong communication and collaboration with all departments.
- Model professionalism, approachability, and joy in all interactions.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends staff training, morning meetings, leadership meetings, and clean-up days.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.