Job Title: Program Director (PD)
Report To: Office Manager and/or Owner
Supervise: Instructor-Counselors, Junior Instructor-Counselors, Counselors-In-Training and Health Care Managers

Position Purpose: PDs plan and deliver the highest quality overnight camp experience for girls at their ADTC location. PDs also take charge of the business management and overall operation of their camp at the direction of the Office Manager, maintaining strong communication with the National Office, hired summer staff, activity vendors, property managers, and most importantly, parents and campers. PDs help direct Staff Trainings for hired summer contractors as needed at their camp location at the direction of the Owner and/or Office Manager.

Essential Job Functions:

- **Participate in Mandatory Online Training June 10 & 11 (25 hours total, exact times TBD)**
- Answer phones; return calls, emails, contact requests, etc for your camp location/s.
- Deliver a fun program to campers.
- Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Supervise and evaluate staff to develop and implement all facets of camp program activities.
- Develop and implement schedules and records for all areas of camp program and facilities.
- Oversee the daily operation of the summer resident camp including program business, camper and staff supervision and parent relations.
- Oversee the health and safety of campers and staff.
- Manage the daily operations of the camp dining service.
- Be prepared at a moments' notice to substitute teach any dance classes, for one day or entire summer, as necessary.
- Manage canteen and activity accounts (in coordination with Assistant Program Director).
- Restock Canteen and office as necessary.
- Manage parent communications (returning phone calls, emails, distributing mail, bunk1 notes, uploading pictures to bunk1 website) in coordination with the Assistant Program Director.
- Manage documentation of daily camp life, photos, videos, etc. (In coordination with the Assistant Program Director)
- Handle all on-site marketing during your camp sessions.

Qualifications:

- Must be 25 or older.
- Must be available to work ALL weeks of camp at given ADTC location/s.
- College degree highly preferred.
- Entrepreneurial, highly organized and goal oriented.
- Experience in the development and delivery of programs and activities for similar population or previous work with ADTC preferred.
- Experience in management, customer service and administrative roles at similar camp or dance studio preferred.
- Very computer literate (Word, Excel, Power Point, Gmail, social networking).
- Must have a valid driver's license and a clean driving record.
- Must have a vehicle.
- Must have own laptop PC or MAC with Internet capability for camp.
- Self-motivated; ability to function autonomously.
- Current certification in first aid and CPR.
- Must submit health history record and examination form prior to first day of camp.
- Successful completion of criminal background check process.
- Non-US Citizens MUST have US work visa as a condition of employment.

Knowledge, Skills, and Abilities:

- Must be a talented and experienced dance teacher capable of independently leading exciting, challenging dance classes (warm-ups, across-the-floor work, and routines to perform at the Friday Night Student Showcase).
- Must be a mature, responsible, fun-loving individual and love sharing your passion for dance.
- Must love kids and love being a positive role model to campers and staff in your attitude and behavior.
- Must be ready to help make ADTC a great summer experience for everybody, including you!
- Must be able to accept supervision and guidance as well as organize and oversee activities of staff and campers.
- Must be able to establish and maintain productive working relationships and customer service within a diverse and multicultural environment that includes all ages.
- Must be able to observe camper/staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.
- Must be willing to live in a camp setting & work irregular hours with limited or simple equipment and facilities, daily exposure to sun, heat, etc.

PD Compensation:

Pre-Camp Training Compensation (June 10 & 11): $150 flat for returning PDs; Unpaid for new PDs (required before beginning contract)

During Camp Compensation: Program Directors go on salary upon arrival at camp (usually the Wednesday night before staff training for their first session). Compensation during staff training/camp set-up will be prorated based on number of days worked.

- **$1200/week** for returning PD's working at least four weeks *(plus full room & board and travel compensation up to $300)*
- **$1150/week** for returning PD's working at least three weeks *(plus full room & board and travel compensation up to $200)*
- **$1100/week** for returning staff working at least four weeks *(plus full room & board and travel compensation up to $200)*
- **$1050/week** for returning staff working at least three weeks *(plus full room & board and travel compensation up to $200)*
- **$1000/week** for PD's new to ADTC *(plus full room & board and travel compensation up to $200)*

Camp Closeout:

Program Directors must coordinate & schedule their "Camp Closeout" as outlined below. Due to the sensitive & private nature of these items and this process, we must hold your final week's paycheck until all camp materials have safely arrived at the National Office and necessary reviews of payments/charges at your camp have been made. Once this closeout process is complete (usually within 7 business days), you will receive your final paycheck and an **additional $50** for participating in this process. PDs must ensure that:

1. ALL camp supplies are safely stored and office supplies safely packaged/shipped to the National Office before your scheduled departure on the Saturday afternoon after check-out for your last session.
2. ALL canteen/activity money has been received and vendors paid. Program Directors will be financially responsible for money lost if the ADTC National Office finds you to be the responsible party in any monetary dispute with a client, vendor or property manager. These cases will be reviewed individually.

On-Site Travel Compensation:

Program Directors will be reimbursed for approved on-site travel to purchase camp supplies. Travel expense money will not be distributed at camp. Rather, all travel stipends will be directly deposited into your account after your attendance at camp.