



**Austin
Sunshine
Camps**

Job Title: Program Director, Summer Camp & School-Year Programs

Position Type: Full-Time, salaried

Reports To: Chief Programs Officer

About ASC and This Role

The ASC Program Director furthers the mission of Austin Sunshine Camps by providing leadership, direction and management for the day-to-day operations of overnight summer camp and school-round programming at Austin Sunshine Camps.

Located in the beautiful Turkey Bend Recreation Area, the Lake Travis camp offers a rustic setting for up to 54 participants each session. Campers have the opportunity to swim in the lake, explore the hill country, learn about the land and animals around them, participate in archery, experience our high and low ropes course and much more. The beautiful Lake Travis camp and the camp offerings serve as the backdrop for our intentional community in which kids build important skills in creativity and compassion. During the summer, the Program Director will create and support all aspects of a high-quality Lake Travis camp that truly serves the needs of our community. Our summer camp programs are overnight, and the Program Director is on-site and on-call during the entire duration of all eight weeks of camp sessions. Your family (including furry family members) are welcome to live on site with you during the camp season.

In addition, the Lake Travis Program Director will work closely with the Zilker Program Director, coordinating, planning, and executing our family-based school-year programming, and the Program Directors will co-manage the Counselor-In-Training program. During the school year, the Lake Travis Program Director will office primarily out of our Zilker Park location. Zilker Lodge is a luxury hide-away in the middle of Zilker Park - a 350-acre escape in the middle of downtown Austin. Campers enjoy the best of Austin with daily visits to Barton Springs, canoeing on Lady Bird Lake, and endless opportunities to discover new interests in gymnastics, robotics and more! Many of our school-year events take place in the evenings and on the weekends, and the Program Director is expected to attend all programming events.

During the school year, the Program Directors will also work closely together to plan all aspects of summer programming, including recruitment of staff and campers, scheduling, partnership development, and more.

Essential Job Functions:

Summer Camp

- Provide program direction and leadership for Lake Travis camp programs (7-14 year old campers), including living on-site at Lake Travis during the 8 weeks of summer sessions (from late May to early August, depending on the season)
- Responsible for maintaining the highest safety standards, including standards from the Texas Youth Camp license and American Camp Association
- Aid in the recruitment, training, coordination, evaluation and support of summer camp staff
- Directly supervise entire summer staff team, including Counselors-in-Training
- Ensure all processes and procedures are in compliance
- Support program development and provide guidance towards program implementation
- Manage newsletters and other communication with families regarding recruitment, registration, events, and program updates
- Manage detailed records regarding camp attendance, ensure families and campers complete surveys, measurement of camp outcomes
- Oversee summer camp recruitment, application, and registration

School-Year Programming

- Create and implement events for families and Counselors-in-Training
- Oversee communication, manage detailed records regarding camp attendance, ensure families and campers complete surveys, measurement of camp outcomes

Evaluation and Measurement

- Ensure high-quality programming is being delivered and measured annually

- Stay current with recent research and trends for camp programming
- Support the evaluation and measurement process for summer camp and school-year programming
- Work Closely with Chief Programs Officer and other ASC Staff
- Participate in the use of outcome measurement tools
- Assist with the creation of reports for various stakeholder groups

Other Job Duties

- Involved in creating and implementing Austin Sunshine Camps' strategic plan
- Involved in creating the budget for programs-related expenses
- Assist in the management, and care of physical facilities, vehicles and equipment for all programs as needed
- Attend professional training seminars/conferences as needed or required
- Plan, coordinate and participate in events as needed
- Work with Development Staff to ensure program activities support and meet fundraising requirements and objectives
- Other duties assigned

Relationships

The Program Director will maintain effective working relationships with YMBL and Austin Sunshine Camps Board of Directors, staff and volunteers to ensure the integration of the mission of Austin Sunshine Camps. In addition, the Program Director will establish and maintain positive partnerships with youth, parents, schools, and other community partners or supporters.

Qualifications

- Excellent verbal and written communication skills with exceptional attention to details
- Excellent project management skills. Ability to establish priorities, develop reports and meet deadlines
- Ability to maintain composure and work efficiently under pressure and in changing conditions
- Valid driver's license and ability to pass a criminal background check
- Minimum 3 years' experience working with youth development programs and historically underinvested populations
- Developed philosophy in child behavior management, such as TBRI, restorative practice, etc.
- Conversational Spanish proficiency
- Management experience, preferred
- Acquire and maintain specific certifications: Lifeguard Trainer (must be able to swim), CPR & First Aid, Ropes Course Level I Facilitator (must be able to climb challenge course)
- Degree in social work, education, child development, parks and recreation or a related field from an accredited four-year college or university, preferred
- Proficiency in camp management software, particularly CampBrain, preferred

Compensation and Benefits

- Full-time, salaried position starting at \$50,000
- Onsite housing provided during summer
- Company vehicle options available
- Flexible schedule within a culture that values work/life balance
- Access to group health, vision, and dental insurance covered at 50% by ASC, and life insurance and short-term disability insurance covered at 100% by ASC
- ASC offers 288 hours of PTO per year (staff may choose to take holidays as they wish)

To Apply

Please email the following items to jessica@sunshinecamps.org:

- Cover Letter
- Resume
- References