



# Camp Soles

## JOB DESCRIPTION

### Program Director

Apply Online at [www.campsoles.com](http://www.campsoles.com) or  
Email resume & cover letter to [fun@campsoles.com](mailto:fun@campsoles.com) or  
Mail to Camp Soles, 134 Camp Soles Lane  
Rockwood, PA 15557

*Camp Soles is located in the Laurel Highlands four-season recreation destination an hour from Pittsburgh, PA. Home to Frank Lloyd Wright's Fallingwater, Ohiopyle Youghioghney River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>*

---

### Position Summary:

To manage the day-to-day activities, issues, campers and staff of Camp Soles.

Reports to Camp Director.

### Specific Responsibilities:

1. Plan and create all camp schedules and activities along with other staff.
2. Be responsible for the welfare of each individual in camp and do all possible to solve problems.
3. Inform Camp Director of any staff or camper problems.
4. As appropriate, speak with campers' parents.
5. Correct or reprimand staff as soon as possible (in private) for actions that put the health or safety of campers in jeopardy.
6. Supervise and evaluate staff performance in general camp activities and program areas.
7. Work with designated staff to maintain program equipment and evaluation of program success.
8. Act as a liaison between program activities and support areas such as maintenance, kitchen, and office.
9. Assist in the delivery of staff training through specific training sessions and as general support.
10. Participate in and contribute to planning meetings with Camp Director.
11. Conduct flag raising and lowering every day.
12. Run meals and snacks in conjunction with other staff and Camp Director.
13. Assist with social media marketing.
14. Dismiss all activities and ensure that the schedule is maintained.
15. Design and implement a Character Development program.
16. Take daily photographs of camp activities and submit to Camp Director.
17. Help provide an atmosphere for developing good morale and well-being among the camp family.
18. Attend weekly staff meetings to discuss, plan, and evaluate camp sessions.

19. Evaluate current season and make recommendations for the following summer.
20. Some duties may be reassigned, and other duties may be assigned as required.

**Essential Functions:**

1. Be able to lift 20 pounds.
2. Be able to carry 15 pounds through varying elevations.
3. Walk, hike, and run in varying terrain and elevations.
4. Have the ability to work long, hot, and busy days.

**Education/Experience Requirements:**

1. Previous camp staff experience.
2. Desire and ability to work with children and adults in an outdoor setting.
3. Ability to relate to one's peer group.
4. Ability to creatively schedule programs, facilities, and staff.
5. Ability to accept guidance and supervision.
6. Ability and experience in supervising campers and staff.
7. Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control.
8. College student or relevant experience.

This description is a summary of the functions of this position. Other duties may be assigned as needed. Camp Soles reserves the right to review and adjust this job description as business needs dictate.

I have reviewed and understand this job description.

\_\_\_\_\_

Candidate name

\_\_\_\_\_

Candidate signature

\_\_\_\_\_

Date

*Camp Soles is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, age, sex, national origin, disability.*