



victoryjunction.org | 4500 Adams Way · Randleman, NC 27317

Job Description

Job Title: Program Manager
Direct Report: Camp Program Director
FLSA Status: Exempt

Victory Junction is currently seeking a full-time Program Support Manager. The Program Support Manager will provide the means of fulfilling the mission of Victory Junction by supporting and managing camp programming within a team environment. This position will assist with various duties as they relate to the operation of the camp program at Victory Junction. The Program Support Manager will work to help ensure that all standards, compliance and camp program operations are upheld to the highest level. This position will require nights and weekends, as well as to maintain residence onsite during our summer and weekend program sessions

Essential Duties & Responsibilities

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Plan and facilitate summer camp Evening Programs
- Plan and facilitate special events as they relate to the programs
- Assist Camp Program Director to ensure camp is current with all ACA and SeriousFun accreditation
- Coordinate and facilitate the Family Weekend Program to include a thorough schedule of events and logistics alongside the Partnership Programs Director and Camp Program Director.
- Assist in all recruitment phases, including but not limited to: visiting colleges interviewing, reference checks, selection and placement of seasonal hires
- Actively participate with the Program Team's development, coordination and facilitation of volunteer and staff orientation
- Actively manage and provide support for volunteers
- Serve as liaison to the Development department during the summer
- Provide supervision and support to all summer staff by means of evaluations, feedback, etc.
- Actively facilitate components and materials of Family Weekends, including nametags
- Manage program dietary needs to the dining hall
- Design, distribute and compile evaluations for the Family Weekend Programs



- Assist Program Team in the coordination and facilitation of Summer Camp Orientation
- Live on camp throughout the summer sessions and orientation
- Live on camp during designated family weekends
- Ensure an atmosphere for developing good morale, well-being and teamwork among the camp family is attained

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- Bachelor's degree in Education, Camp Administration, or other related field
- Excellent communication and interpersonal skills
- Ability to plan, originate, organize and carry out daily, weekly, and special programs
- Ability to supervise and evaluate staff, volunteers and campers
- Must have strong public relations skills
- Must be multitask orientated
- Demonstrated strong leadership and delegation skills
- Excellent organizational and problem solving abilities
- Current CPR and First Aid certifications
- Must be a team player

Language Ability

- Ability to effectively communicate at all levels of company
- Ability to communicate using written reports and business correspondence
- Ability to speak effectively before groups of clients or employees of organization

Math Ability

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving complex situations, including first aid and crisis intervention



Computer Skills

- Knowledge of Microsoft Word and Microsoft Outlook

Attention to Detail

- Ability to pay close attention to detail for accuracy and thoroughness in completing work

Organizing, Planning and Prioritizing Work

- Ability to develop specific goals and plans to prioritize, organize and accomplish work
- Ability to work independently

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lift and/or move over 50 pounds
- Regularly required to use hands, talk or hear
- Frequently required to stand; walk; sit and reach with hands and arms
- Required to stay at Camp during summer and all designated family weekends

To apply, please send a cover letter and resume to vjprogramteam@victoryjunction.org.

