



Willowbrook Arts Camp

JOB TITLE: Program Director

HOURS: Full Time - Salaried

COMPENSATION: \$65,000 - 68,000 annually

DATE POSTED: October 10, 2022

CLOSING DATE: Interviews will begin November 1, but applications will be accepted until someone has been hired

REPORTS TO: Executive Director

ORGANIZATION OVERVIEW

Willowbrook Arts Camp is seeking an experienced youth program, education or events director to provide management of its programs. We have a summer camp held at Browns Ferry Park in Tualatin, Oregon, after school clubs and day off camps. Willowbrook offers a minimally scheduled and self directed, environment of integrated arts and nature. The arts areas include visual, performing, literary and textile in a variety of disciplines.

We offer a child-driven space that allows each camper to choose their activities during most of the day. We create an environment that is interactive, experiential, and focuses on individuals exploring the internal and external world through art and nature. This atmosphere mentors and nurtures the whole child, promotes a spirit of peaceful collaboration and encourages self expression. For more information, visit www.willowbrookartscamp.org

POSITION SUMMARY

The Program Director manages the development, implementation, and improvements of Willowbrook's summer camp and growing year-round activities. This person is responsible for hiring, training and supervising staff, and other contributors to all programming with an emphasis on interest driven opportunities. This job is full time, exempt. It is currently hybrid but will be located in Tualatin, Oregon June- September.

PRIMARY RESPONSIBILITIES

- Plan, implement, manage and improve on overall programming of camp
- Hire, supervise and support approximately 175 camp staff including area specialists, college and high school assistants
- Lead in the development of year-round programming including virtual and offsite options.
- Supervise and provide support to the summer program managers.
- Provide staff development, training and supervision.

- Handle questions, problems and concerns of parents/guardians as well as camper behavioral issues on a case by case basis
- Handle emergency situations in conjunction with the Executive Director and other core staff
- Observe the peer culture to identify problems, make recommendations and implements solutions as necessary
- Assess the overall camp program and activities to see if there are any improvements that need to be made for optimum functioning.
- Actively promote and support the mission of Willowbrook and its programming and relationships with the community at large
- Provide a welcoming and inclusive environment and experience
- Create positive relationships for campers, families, staff, volunteers and our community
- Work collaboratively with the City of Tualatin and other community partners
- Help to develop and adhere to the annual budget
- Identify opportunities to utilize and engage volunteers
- Perform other duties as assigned by the Executive Director

REQUIRED EXPERIENCE AND SKILLS

- Bachelor's degree is required, or an equitable combination of education and experience.
- Three years' experience working with children.
- Three or more years' supervisory experience.
- Three or more years of event related experience.
- Adaptive leadership skills and ability to problem solve
- Excellent ability to communicate with all levels of staff.
- Possesses excellent organizational skills.
- Entrepreneurial, creative and innovative.
- Ability to manage projects and balance multiple priorities while maintaining a positive outlook and working effectively in a collaborative environment
- Strong active listening skills and ability to negotiate positive outcomes
- Ability to work independently and collaboratively as a team
- Must be physically able to work outside all day and lift and move up to 50 lbs.
- Ability and willingness to work a flexible schedule, including some evenings, early mornings and occasional weekends
- Must have or be able to obtain CPR/first aid training
- Must be able to successfully pass a background check
- Microsoft Office, Google Suite and CRM.

PREFERRED SKILLS

- Proven ability to create interest driven arts programs for youth
- Experience with art and nature education strongly preferred
- Excellent skills in Spanish strongly desired.
- Knowledge of Willowbrook or familiar with unscheduled, child driven programming.
- Graduate degree
- Experience hiring and supervising large numbers of seasonal or temporary staff
- Aware of OSHA laws and behavioral camper management regulations
- Experience implementing COVID mitigation efforts for 3-18 year-old youth

SALARY

Salaried position \$65,000 -68,000 annually

Benefits:

- Healthcare stipend of \$300 per month
- 80 hours of vacation
- 80 hours of sick leave
- 12 paid holidays

- 2 week holiday closure in December
- Wellness program - One hour per day of paid time to participate in self-care activities from September - March

Willowbrook Arts Camp is an equal opportunity employer and is committed to maintaining a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state, or local laws.

HOW TO APPLY

Please submit a resume and cover letter to tafflyn@willowbrookartscamp.org