

**Sanford Children's Hospital  
Sanford Camping Program  
Service Description**

**Position Title:** Sanford Children's Program Director & Assistant Program Director

**Reports To:** Camp Coordinator & Camp Medical Director

**Purpose:** The program director with assistance from the assistant program director designs and delivers all camp program activities and events under supervision of the Camp Coordinator, while assisting in the overall management of camp operations in a camp setting that may require working irregular hours. The program director with assistance from the assistant program director also promotes physical and emotional well-being of campers.

**Days/Hours:** Positions typically serve around 102+ hours via 8 days of in-session camp and staff training, as well as needed presence at 5+ pre and post-camp planning and implementing meetings starting as early as November.

**Orientation and Training:**

1. All hired camp staff members must complete a general orientation and staff training lead by the Camp Coordinator, Medical Director, and Program Director before the start of camp and camper arrival.

**Special Requirements:**

1. Must be 21 years of age or older
2. Post-secondary education preferred.
3. All offers are contingent upon a successful background check.
4. Previous camp experience preferred.
5. Demonstrate the ability to be responsible, accountable, confidential and mature.
6. Committed to ensuring a fun, safe camping experience.

**Responsibilities**

1. Deliver a fun program to campers.
  - ◆ Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
  - ◆ Evaluate program delivery abilities of staff.
  - ◆ Deliver progressive program activities.
  - ◆ Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - ◆ Coordinate all camp program and campfire activities with other staff.
  - ◆ Attend administrative staff meetings.
  - ◆ Maintain clear and positive written and verbal communication with all camp staff.
  - ◆ Participate in all camp activities, providing support and guidance to those assigned as leaders.
  - ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.

- ◆ Provide ongoing program ideas to counseling and activity area staff.
- 2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
  - ◆ Lead the implementation of staff training.
  - ◆ Provide guidelines for programs utilizing camp equipment.
  - ◆ Ensure campers and staff follow safety procedures in all program areas.
- 3. Assist in the management and care of the physical facilities and equipment in all program areas.
  - ◆ Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
  - ◆ Ensure that program areas are kept free of hazards and debris.
- 4. Supervise and evaluate Program Specialists to develop and implement all facets of camp program activities
  - ◆ Regularly monitor work of program specialists.
  - ◆ Provide feedback and guidance to program specialists.
  - ◆ Provide recommendations and concerns to Children's Camping Coordinator regarding program specialists' performances.
- 5. Develop and implement schedules and records for all areas of camp program and facilities.
  - ◆ Create camper and group program and activity schedules.
  - ◆ Develop and supervise staff schedule for programs and activities.
  - ◆ Collect and evaluate records; report and evaluate camp program and activity areas.

#### **Physical Aspects & Requirements:**

1. Standing and walking frequently on tile or carpeted floors and outdoors on grass, pavement, and gravel.
2. Lifting and carrying of the following: occasionally 50lbs, frequently 25 lbs., and constantly 10 lbs.
3. Spending 10+ hours in outdoor conditions (sun, wind, etc.)
4. Apply 35 pounds of push/pull force (for patients in wheelchairs up to 180 pounds) occasionally to frequently. Two additional pounds of push/pull force is required for each additional 20 pounds of patient weight.
5. Ability to lift and transfer individuals in wheelchairs.
6. Ability to observe camper behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
7. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
8. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

LEARNING, EDUCATION, AND DEVELOPMENT			
	Yes	No	Details
Work in building where camper/staff care is provided?	X		
Provide camper/staff care?	X		
Be required to check camper/staff identification bands?		X	
Be required to take Basic Life Support (BLS/CPR)		X	
Handle laundry contaminated with blood or other potentially infectious materials?		X	
Potentially comes in contact with cytotoxic (hazardous) drugs which includes any of the following:	X		
· Unpacking, storage or disposal of cytotoxic drugs		X	
· Preparation or administration of cytotoxic drugs		X	
· Interaction with camper/staffs for any reason	X		
Potentially be exposed to blood, body fluids, or other biohazards, which includes any of the following:	X		
· Housekeeping tasks in camper/staff areas.	X		
· Trained and responsible for rendering first aid	X		
· Clean, repair, or replace camper/staff equipment	X		
· Clean blood spills		X	
· Handle or dispose of contaminated sharps		X	

## JOB FUNCTION DEMANDS

*Frequency Definitions defined within an 8 hour shift:*

*Occasional = Occurs 31 minutes to 2.5 hours per shift; Frequent = Occurs 2.6 to 5.5 hours per shift; Continuous = Occurs more than 5.6 hours per shift.*

	Occasional (1 - 33%)	Frequent (34 - 66%)	Continuous (67 - 100%)	Specific Requirements
Lift - Carry	X			Move items into place.
Lift	X			
Push - Pull		X		Depending on campers needing mobility assistance.
Hand Grip	X			
Pinch Grip	X			
Hand Coordination			X	
Sit	X			Sitting at campfires, meal times, and low-activity time.
Stand/Walk			X	
Bend - Reach		X		Reach above shoulder level.
Low Level Activity	X			Kneeling - Duration 30 seconds.
Elevated Activity	X			
Climb	X			

## WORKING ENVIRONMENT

*Frequency Definitions defined within an 8 hour shift:*

*Occasional = Occurs 31 minutes to 2.5 hours per shift; Frequent = Occurs 2.6 to 5.5 hours per shift; Continuous = Occurs more than 5.6 hours per shift.*

Working Condition	Occasional (1 - 33%)	Frequent (34 - 66%)	Continuous (67 - 100%)	Specific Requirements
Atmospheric	X			
Balance	X			
Concentration (Ability to concentrate on work tasks amidst distractions)			X	Consistently performing multiple tasks at the same time.
Exposure to Noise		X		
Hearing (Ability to actively listen; oral comprehension, to perceive and react to sonic communication or noise e.g. to receive instruction, to communicate via radio, cell phone, or telephone)			X	Walkie-talkies and person to person conversations.
Machinery	X			

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<i>Working Condition</i>	<i>Occasional (1 - 33%)</i>	<i>Frequent (34 - 66%)</i>	<i>Continuous (67 - 100%)</i>	<i>Specific Requirements</i>
Other (Unique aspects of work environment)			X	Wearing personal protective equipment especially during COVID-19 pandemic.
Self-Control			X	Must remain calm and collected dealing with campers and staff members.
Smell (Ability to sense odors, to make an assessment/judgement of a situation e.g. smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing)		X		
Speech (Ability to orally communicate information and ideas verbally so others will understand e.g. to verbally engage with customer base, to give instruction, to advise, to warn or to instruct)			X	Talk constantly - relaying all policies, procedures, programming.
Stress (Exposed to stressful situations)		X		Potential medical emergencies, complaints, and comments.
Temperature Change		X		South Dakota summers can contain a wide array of weather from cool to extremely hot.
Vision (Ability to distinguish objects e.g. to work safely in open areas with obstacles, to operate vehicles, machinery or equipment, avoid stationary objects, deduce space and apply spatial reasoning)			X	Reading small numbers, general reading skills, seeing what is happening on the campgrounds, the lake, and in camp buildings.

### Employee Statement of Understanding and Compliance

I have read and understand the job duties and working conditions/physical demands of my position as described within the job description. I am able to perform all of these duties. If I need any type of accommodation to perform any of these duties, I will contact my direct manager.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_