

*Setebaid Services,<sup>®</sup> Inc.*  
**PROGRAM DIRECTOR**

Volunteer Duties Description  
(Seasonal Position)

***PURPOSE AND GENERAL VOLUNTEER DUTIES SUMMARY***

The Program Director assists in the planning and directing of the operation of one of the organization's youth programs, a camp for children and/or teens with diabetes, including a counselor-in-training program. The Program Director ensures the health and safety of campers, and ensures the provision of an enjoyable experience for campers, always working within the policies and budget set by Setebaid Services,<sup>®</sup> Inc.'s Board of Directors. This position is an at-will, volunteer, seasonal (temporary) position.

***QUALIFICATIONS***

- At least 20 years of age.
- Bachelor's Degree or Pursuing a Bachelor's Degree in a related field.
- Experience with children and teens living with diabetes.
- Interest, knowledge, and skill in camp programming.
- Initiative, resourcefulness, and creativity in planning programs.
- Expertise in at least one major program area and ability to supervise other in multiple program areas.
- Experience as a counselor.
- Ability to work cooperatively as a team member.

***RESPONSIBLE TO*** Camp Director

***RESPONSIBILITIES***

1. Participate in and plan for pre-camp training.
2. Comply with personnel policies for camp staff.
3. Implement goals and program objectives set by Camp Director.
4. Participate in and provide leadership for the general camp program.
5. Cooperate with other team members.
6. Ensure the health and safety of all campers.
7. Participate in the opening and closing of camp.
8. Offer emotional support and guidance to counselors.
9. Supervise program volunteers as assigned by the Camp Director.
10. Relay any problems to the Camp Director.
11. Lead the team of Program Educators in the development of program areas, evening activities, and special events.
12. Lead assemblies or delegate another person to do so if you are not able to be present for the assembly.
13. Serve, in emergency, as cabin personnel.

**VOLUNTEER DUTIES SPECIFICATIONS:**

**A. Physical Demands:**

1. Good Physical and mental health, neat, clean, and well groomed.
2. Constant standing, sitting, and walking during duties hours.
3. Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs.
4. Finger and hand dexterity necessary to use office and program equipment.
5. Visual, speech, and auditory acuity required to conduct office activities.

**B. Special Requirements:**

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from camp and camp-related meetings.
3. Available during the camp program 24 hours per day and as necessary for camp-related meetings.

**C. Environmental Conditions:**

1. Duties will be conducted from a home office and at the camp site. Many of the duties will be conducted outside in environments not climate controlled; some of the duties will be in the outdoors where it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to the camp site and to the camp planning meetings and other places as necessary. Outside travel may be in extreme temperature ranges from hot to cold, and/or high or low humidity, rain, snow, ice and fog.