

JW Gardner II Camp Trust

State Street Bank, Trustee

Location: Gardner Camp, Hull, IL	
Job: Director of Programming	Reports To: State Street Bank Trust Department
Travel Expectations: <input type="checkbox"/> No Travel <input checked="" type="checkbox"/> Local Travel <input type="checkbox"/> Some Overnight Travel	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intern/Coop <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Expected Hours: 40/ week (minimum 16hrs/week onsite) <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
GENERAL DESCRIPTION	
<p>The Director of Programming is directly responsible for furthering the Camp’s mission through the development, implementation, and evaluation of programs. This position serves as the liaison between Gardner Camp, its staff, benefactors, instructors, volunteers, and community.</p>	
DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> – Establishes a quality environment of hospitality and learning consistent with the Camp’s mission, vision, and values. – Develops, delivers, and evaluates camp programs within the Camp’s primary target areas that meet the needs and interests of the target populations; and ensures their delivery in a safe and quality manner. – Recruits, trains, supervises, evaluates, and retains competent program staff, volunteers, guides, instructors and/or independent contractors. Approval to hire and/or contract with individuals needs to be sought from Trustees. – Establishes and maintains relationships, partnerships and sponsorships with various organizations and utilizes those relationships to strategically enhance the Camp’s programs and mission. – Works with the Director of Administration to ensure record keeping, office operations, etc. are sufficient. – Works with Director of Administration to monitor policies and procedures and develop new ones for the day-to-day functions of the Camp and programs. – Creates program budget of the Camp operations, seeks approval from the Advisory Board, and reports to the designated Trust Department’s finance person to set up in QuickBooks. – Oversees marketing of programs; serves as primary spokesperson to the Camp’s constituents, media, and the public with regard to Camp’s programming. – Pin Oak Foundation, Inc. / Annual Meeting; Annual Fund Drive; Website Management. – Works closely with property management contractor(s) on program-related property development. – Attends educational training events as needed (ex. CPR, Certification courses, etc.) – Performs other duties as assigned by the SSB Trust Department/Advisory Board 	
EDUCATION &/OR WORK EXPERIENCE REQUIREMENTS	
<p>A bachelor degree in a related field is preferred. Experience in developing and administering youth programs is desirable. Strong marketing and managerial skills a plus. Ability to work weekends and evenings is required. A current Firearm Owner Identification Card (FOID) may be necessary.</p>	
MENTAL & PHYSICAL REQUIREMENTS	
<p>Have the ability to sit/stand/kneel/bend/for extended periods of time, lift up to 50 lbs. on occasion, listen to others, comprehend instructions and carry them out, demonstrate good oral and written communication skills, move about the camp property in various environmental conditions. Organization, prioritization, and time management skills are critical.</p>	
COMPETENCIES	
<p>Proficiency in Microsoft Office products, basic knowledge of social media, ability/willingness to learn and use other cloud-based programs and systems, basic knowledge in maintenance, adaptability, business acumen, relationship-building, strong leadership skills, ability to solve problems efficiently and effectively, creative, passionate, and highly motivated.</p>	
REVIEWED BY:	<i>Title:</i>
APPROVED BY:	<i>Title:</i>
<p>My signature below constitutes the understanding of the requirements, essential functions & duties of the position:</p>	
<p>Employee Signature:</p>	