



Camp Thoreau 2019

Program Director: Drama

Job Description

Job Title: **Program Director: Drama**

Classification: *Nonexempt (Seasonal)*

Reports to: **Camp Director**

Position Purpose:

To further the mission of Camp Thoreau through the development and delivery of drama activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the physical operation of the drama equipment and facilities.

Mandatory dates required for the Summer 2019 season:

June 19, 20, 21 (Staff Training)

June 24-July 3rd: Session 1 (closed July 4th and 5th)

July 8-19th: Session 2

July 22-August 2nd: Session 3

August 5-16th: Session 4

Essential Job Functions:

1. Develop and deliver a drama program that is appropriate for the age and ability of the campers:
 - ◊ Write lesson plans that meet camp objectives and the abilities of the campers.
 - ◊ Evaluate abilities of campers and staff and continue to plan curriculum accordingly.
 - ◊ Deliver progressive drama activities, teaching skills, teamwork, rules and how to play/participate in the activities.
 - ◊ Evaluate the success of the drama program and modify curriculum where necessary.
2. Ensure that camp staff and campers know and follow safety and educational procedures:
 - ◊ Assist in the implementation of staff training by contributing interactive/engaging drama activities.
 - ◊ Train and supervise other staff in their responsibilities when at drama.
 - ◊ Ensure campers and staff follow safety procedures.
3. Assist in the management and care of the physical facilities and equipment in the drama program area
 - ◊ Procure, maintain and properly store the drama equipment. Ensure the security of the drama equipment when not in use.
 - ◊ Inventory and order materials and supplies prior to the beginning of camp.
 - ◊ Conduct a daily check of the area and material/props for safety, cleanliness, and good repair.
 - ◊ Clean and organize drama supplies, material, stage on a set schedule.

Other Job Duties:

- ◊ Participate enthusiastically in all camp activities, planning and leading those as assigned.

- ◇ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities as needed.
- ◇ Other duties as assigned and an expectation of drama preparation prior to the start of the 2019 Camp season.

Qualifications *(Minimum qualifications and experience)*

- ◇ Documented experience in drama or drama instruction.
- ◇ Current certification in First Aid/CPR/AED preferred.

Knowledge Skills and Abilities:

- ◇ Training and experience in teaching drama to children.
- ◇ Experience in setting up, securing, and maintaining dramatic supplies and material.

Physical Aspects of the Position:

- ◇ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) or severe weather and possess strength and endurance required to maintain constant supervision of campers.
- ◇ Operate with daily exposure to the sun and heat and varying environmental conditions.

