



CAMP TAMARACK

19696 Sunshine Way, Bend, OR 97702

503-919-0419

sami@camptamarack.com

Job Title: Evening Program Manager

Compensation: \$605-\$640 weekly

- 40-45 hours per week, Sunday through Friday
- Full room and board provided (housing, food, internet, utilities, laundry for the entire duration of the season, including weekends and seasonal breaks)
- Full accommodations for dietary restrictions or preferences

We are hiring an Evening Program Manager who can commit to our 2025 season. At Camp Tamarack we host outdoor school, summer camp, and classroom programs, providing youth of all ages with hands-on opportunities that promote personal growth and a better understanding of the environment and world that surrounds them. We are accepting applications until the position is filled. Send your cover letter and resume to Sami@camptamarack.com.

We are looking for staff who thrive in a fast-paced, collaborative work environment to support our mission of youth development through mentored outdoor experiences.

Camp Tamarack is an equal opportunity employer. We welcome the unique contributions that you bring to our program including your culture, ethnicity, race, gender identity and expression, nation of origin, age, languages, veteran status, religion, ability, sexual orientation, and beliefs. We value diversity and are committed to creating an equitable and inclusive environment for all students, volunteers, and employees. Our commitments include:

- Normalizing pronoun use during meetings and programs
- Providing needs-based scholarships to students
- Providing justice, equity, diversity, and inclusion training to all staff
- Incorporating land acknowledgments in programs
- Using trauma-informed, culturally responsive student support strategies
- Providing accommodations for students to participate in our programs and for staff to lead program

2025 Season Dates:

- **Spring Outdoor School**
 - Staff training: April 6th-11th
 - Programming: April 14th-June 6th
- **Summer Camp**
 - Lifeguard training: Dates Pending. We pay for you to get this certification!
 - Staff training: June 15th-June 20th
 - Programming: June 22nd-August 20th
- **Fall Outdoor School**
 - Staff training: September 8th-12th
 - Programming: September 15th-October 31st
- **Optional: Winter Programming**

- Part-time work opportunities teaching in classrooms for our Central Oregon schools and providing after-school programming from November - March.

Job Description:

- Collaborate with a Program Coordinator to lead the high school counselor training on Sundays.
- Run our all-camp afternoon activities and evening programs.
- Communicate with and support visiting classroom teachers during outdoor school.
- Compile program feedback, and create data reports.
- Mentor and support highschool interns.
- Design and facilitate meetings for high school volunteers who serve as cabin counselors.
- Lead meals and facilitate camp-wide clean-up.
- Lead group activities such as hiking, canoeing, paddle sports, swimming, archery, crafts, and team building, along with camp specific games and activities (training provided).
- Lifeguard and supervise all waterfront activities during summer camp (for those who know how to swim, we provide lifeguard training).
- In charge of inventory for evening program supplies.
- Provide supervision to the cabin area (where campers stay while at camp).
- On-call overnight in the case of an emergency that the Medical Director cannot handle alone.
- Participate fully in all aspects of the on-site programming including:
 - Assists with daily mealtime cleanup and dishes.
 - Assists in site set-up, weekly cleaning, and closing each week.
 - Provides backup support to other camp staff as needed.
 - Provide weekly transportation to and from camp for campers and high school students (15-passenger van driver training included)

Required Skills:

1. **High school Degree**
2. **Strong Organizational Skills:** Ability to manage multiple tasks and schedules simultaneously, ensuring all camp programming runs smoothly.
3. **Leadership and Team Collaboration:** Demonstrated ability to lead staff and work effectively with a diverse team. Ability to provide clear instructions, support staff, and handle challenges as they arise.
4. **Communication Skills:** Strong verbal and written communication skills, with the ability to give clear directions and provide constructive feedback.
5. **Problem-Solving:** Ability to think on your feet and solve problems quickly, especially when dealing with camper needs or staff issues.
6. **Program Planning and Facilitation:** Experience in planning, preparing, and leading group activities, especially in an outdoor or camp environment.
7. **Experience with Data Management:** Ability to track, compile, and analyze camper, staff, and program data to provide valuable feedback and improve the camp experience.
8. **Risk Management:** Experience in handling emergencies or challenging situations in a calm and effective manner.
9. **Teamwork and Adaptability:** Willingness to collaborate with a diverse team and adapt to changing tasks, schedules, and group dynamics.
10. **Problem-Solving and Conflict Resolution:** Ability to manage and resolve conflicts effectively, whether between campers, between staff members, or in activity settings.
11. **Commitment to Inclusion:** Strong commitment to creating an inclusive, welcoming environment for all campers and staff, ensuring that each individual feels valued, respected, and supported regardless of background, identity, or ability.

12. **Growth Mindset:** Demonstrates a growth mindset by embracing challenges, learning from feedback, and encouraging campers and staff to do the same. Ability to view mistakes as opportunities for learning and personal growth.

Preferred Skills:

1. **College degree in a related field:** Outdoor Education, Environmental Science, Education, Biology
2. **Certifications in Outdoor Education:** Any relevant certifications in outdoor education, environmental science, or outdoor leadership (Project Learning Tree, BEETLES, Master Naturalist, Interpretation, Challenge Course, Project Adventure, etc.)
3. **Camp Leadership Experience:** Previous experience in a camp leadership role, such as a counselor or coordinator, is highly preferred.
4. **Spanish Language Skills:** Proficiency in Spanish is a plus, enabling better communication with Spanish-speaking campers and staff.
5. **Creative Program Design:** Ability to design unique and engaging activities, games, and evening programs that enhance the overall camp experience.
6. **First Aid and Emergency Response:** Wilderness First Aid or First Responder, CPR, Lifeguard.

***Note to potential applicants:** Research shows that BIPOC folx, trans and non-binary folx, and women are less likely to apply for jobs unless they believe that they meet every qualification listed in a job description. Your skills, experience, and education can come from personal interests, self-directed learning, community roles, and life experiences. We strongly encourage you to apply if you are interested in the position, even if you do not believe that you meet all of the qualifications.*

An Overview of the Position Within Our Programs:

Summer Camp: We start our summer camp season with 1 week of staff training and additional time devoted to Lifeguard training (hours for lifeguard training depend on the specific Lifeguard course). Campers and high school counselors arrive on Sundays and stay until Friday early afternoon. They communicate with medical staff and parents as needed as well as design, facilitate, and manage a team of staff to run our afternoon through evening programming. They begin their shift in the afternoon where they will help to supervise afternoon recreation, which includes lifeguarding, and leading sports and craft activities. For the remainder of the evening, they maintain the camp schedule, run our nightly flag line, supervise cabin time, run dinner and after dinner clean up, and run our campfire or camp-wide activities.

Outdoor School: Campers spend 3 days and 2 nights at camp. High school volunteers supervise the cabins. High school Counselors arrive on Sundays and are trained by the Program Coordinators and the Evening Program Manager. Campers are on-site from Monday morning until Friday early afternoon. Our Evening Program Manager is the lead form of supervision on-site. They communicate with medical staff and parents as needed as well as design, facilitate, and manage a team of staff to run our afternoon through evening programming. They begin their shift in the afternoon where they will help to supervise afternoon recreation, which includes activities such as canoeing, archery, crafts, and other camp-specific activities as assigned. For the remainder of the evening, they maintain the camp schedule, run our nightly flag line, supervise cabin time, run dinner and after dinner clean up, and run our nightly campfire or camp-wide activities.

Check out our Outdoor School video!

https://vimeo.com/186443509?utm_source=email&utm_medium=vimeo-cliptranscode-201504&utm_campaign=29220

How We Make This Position Sustainable:

- **FULL Room and Board:** There is no cost to staff for housing, meals (when programming is running), internet, utilities, and laundry seven days a week for your entire season of employment!
- **40-45 hour Work-Week**
- **Paid "Sick or Sad" leave:** Whether you get sick or just need a mental health day, we offer accruing paid leave for our employees. 1 full day of pay earned for each session worked, 1 day for Spring Outdoor School, 1 day for Summer Camp, and 1 day for Fall Outdoor School.
- **Wellness Stipend:** After a year of employment, we offer a monthly wellness stipend for health care.
- **Team Bonus:** Up to \$750 bonus available for team members who complete season and if we meet our Objective & Key Results goals for 2025.

Living and Working Conditions:

- Employment is temporary and subject to school/ camper participation schedule. This position works in an overnight camp setting.
- If staff choose to live on-site, they live in shared staff quarters.
- Housing and meals are provided. Housing is shared with other employees in assigned cabins or bunk rooms.
- Room and board provided- this includes rent, utilities, laundry, internet, meals while running programming Sunday dinner- Friday breakfast.

Shift Type: Weekly salary, paid monthly

What do our programs look like? Find us on TikTok and Instagram at @camp_tamarack