



a seriousfun camp  
founded by paul newman

## Job Posting: Program Associate

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| <b>Job Title:</b> Program Associate                                     |   |
| <b>Reports To:</b> Director of Residential Life                         | <b>Department:</b> Programs                 |
| <b>FLSA Status:</b> Exempt  | <b>Effective Date:</b> Spring 2024          |
| <b>Compensation:</b><br>\$37,500-\$40,000, commensurate with experience | <b>Location:</b> at camp in Eustis, Florida |

### Summary:

Camp Boggy Creek is where children with serious illnesses and their families can forget the word "no" for a little while and embrace the promise of "yes." A member of the international SeriousFun Children's Network, Camp Boggy Creek is a free, not-for-profit, overnight medical needs camp serving children with serious illnesses and their families. Our pillars of safety, respect, and love guide our year-round intentional programming. Camp Boggy Creek is Accredited through the American Camp Association. [www.campboggycreek.org](http://www.campboggycreek.org)

### Job Overview:

The year-round, full-time Program Associate will assist in the management of camp programming, including, but not limited to, recruiting, training, and supervising seasonal staff and volunteers; maintaining compliance with camping policies; planning and implementing safe and intentional programming children with special medical care needs.

### Essential Duties & Responsibilities:

- Assist with the planning and implementation of safe and intentional camp programming for children with special medical care needs, including for both family retreat weekends and summer camp
- Participate in the maintenance and execution of camp programming policies and procedures that ensure compliance with all American Camp Association and SeriousFun Children's Network criteria and accords, and all other state and industry regulations
- Active participation in the crisis management team
- Assist in recruiting seasonal staff, including, but not limited to, posting jobs, visiting colleges, interviewing, and managing paperwork
- Assist in the coordination and implementation of staff and volunteer orientations and trainings
- Work and facilitate designated family retreat weekends
- Assist in coordination of and participation in special events as needed
- Assist the Program administration team in providing camp tours as needed
- Perform summer seasonal job responsibilities as assigned by the Camp Director
- Understand and actively participate in established Camp Boggy Creek policies, procedures, training, and team activities.
- Perform other duties as assigned

Education & Experience:

- A minimum of two years of camping or related experience
- Proven ability to organize and accomplish daily, weekly, and special intentional programming
- Ability to work independently and within a team environment
- Proven ability to manage multiple work tasks
- Excellent communication, organizational, and problem-solving skills
- Current certifications in CPR and First Aid or willingness to obtain
- Valid driver's license
- Experience with medical needs or special needs camps a plus

Physical/Mental Requirements:

- This is a permanent, full-time position with significant time demands during camp seasons, including nights and weekends.
- The Program Associate is expected to spend the night on camp property (in semi-private housing) throughout summer programming, including orientation and training, and during designated family retreat weekends September through April.
- This position will spend considerable time outdoors in hot, humid conditions and be exposed to environmental hazards including inclement weather, insects, and natural Florida wildlife.
- Must be able to perform all required job tasks in climate-controlled offices/buildings and outdoors exposed to changing weather conditions and must possess the physical energy needed to perform duties during a 15-hour-day, six-day work week of summer camp.

Culture, Perks, and Benefits:

- Our values: collaboration, kindness, joyfulness, inclusiveness, safety, and excellence
  - Alcohol-, drug-, and tobacco-free workplace
  - Professional development opportunities
  - 23 paid time off days per calendar year for staff members with one to five years of service (pro-rated for new employees), plus 14 paid holidays a year
  - Optional health insurance, dental insurance, vision insurance, life insurance, and supplemental insurance
  - After one year of employment, option to participate in 401(k) plan with an employer match
  - Equal Opportunity Employer
- Benefits are subject to change.**

The description of this job is not intended to be all-inclusive. The Program Associate may perform other related duties to meet the ongoing needs of the organization.

**The purpose of this job posting is to provide an overview of the responsibilities and qualifications needed for this role and what it is like to work for us. If this sounds like work you would like to do—and if we sound like a camp you would like to work for—then please apply even if you do not match 100% of the job description. We encourage applicants from a wide variety of identities and experiences to apply.**

To apply:

Please submit cover letter and resume to David Mann, [DMann@campboggycreek.org](mailto:DMann@campboggycreek.org).