



<b>Job Title:</b>	<b>Program Coordinator</b>
<b>Location:</b>	Mount Gilead, OH / Remote
<b>Job Status:</b>	Full-time
<b>Reports to:</b>	Program Manager
<b>Team/Function:</b>	Camp Operations / Program

The **Program Coordinator** makes camp experiences a reality by focusing efforts on key activities and special programs. They creatively plan outcome-based experiences that are adapted to the medical, psychosocial, and developmental needs of all campers. This team member is excited to take on every task from ensuring programs meet specific criteria and standards set by the SeriousFun Children's Network and American Camp Association, to ordering and inspecting equipment and supplies. The Program Coordinator will work cross-departmentally to secure certified staff and volunteers to execute program plans and will work independently to ensure activities are safe and allow children to heal, grow, and thrive.

### *Team Overview*

The Camp Operations Team makes camp a reality by designing & implementing outcomes-based programming that is developmentally and physically adapted. They ensure a safe environment through meticulous emergency and risk management planning. The program team builds the camp community of adults needed to serve campers by recruiting, selecting, and supporting qualified volunteers and seasonal camp staff.

### *Responsibilities*

#### *Programs & Activities*

- Ensure programs always follow SeriousFun Children's Network Safety Standards, and American Camping Association Compliance Standards
- Integrate annual and/or seasonal themes into programs and activity areas
- Craft safe, adapted, and innovative programs for creative arts and key high-risk activity areas including archery, boating, fishing, and swimming
- Provide oversight, program plans, supplies and equipment for camp activities and alternative programs
- Coordinate with members of the Camp Operations Team to ensure programs are adapted to meet medical, psychosocial, environmental, and staffing variables
- Manage standard operating procedures for equipment and safety checks
- Ensure programs and activity areas are fully stocked, manage inventory, gift in kind, and coordinate supply requests
- Support the development and implementation of the Trailblazer (AYA) program
- Design and deliver fully intentional and inclusive full-group and parent programs for Family Camp weekends
- Support the management of the program budget including reporting and tracking
- Live on-site during residential camp program and maintain a flexible work schedule throughout the year, and serve in key positions on the emergency staffing table
- Lead programming for year-round guest experience opportunities across audiences

#### *Staffing & Relationships*

- Support the Education & Volunteer Manager in recruitment of program volunteers and seasonal staff
- Conduct trainings for staff and volunteers during seasonal staff training, volunteer orientation, and other in-service opportunities, including high-risk activity trainings and certifications with the Program Manager
- Supervise seasonal staff and volunteers
- Manage relationships with key program partners and donors

### *Required Skills & Experience*

- Bachelor's degree
- Confidence in public speaking and leading large groups
- Ability to effectively lead and supervise seasonal staff
- Ability to coordinate a multi-faceted program for campers aged 7-21 years with varying physical and developmental abilities
- Ability to lift 50 pounds
- Proficiency in Microsoft Office applications, Zoom, Adobe Creative Cloud
- Responsible for knowing and adhering to the policies and procedures described in the FHF staff manual

### *Preferred Skills & Experience*

- Bachelor's degree in a relevant field of study
- Minimum of 2 years in year-round residential camp setting or in youth development and programming
- Valid Driver's License
- Proficient or certified to operate high-ropes and/or challenge courses - preferred
- Lifeguard certified - preferred
- Boating certified - preferred
- Level 1 or 2 Archery Certified - preferred

### *Expectations & Requirements for all Flying Horse Farms Staff*

We live our Values. We are each responsible for knowing our values and nurturing our culture:

- **We are All In.** We demonstrate a willingness to do what it takes to get the job done, we are supportive and loyal, show up present and ready and we are passionate about "Campers First."
- **We have an Attitude of Optimism.** We find what's working and make more of that happen, demonstrate adaptability within ambiguity, spread joy and hope and ensure everyone we interact with feels "Welcomed Home."
- **We are Trustworthy.** We are consistent, dependable, and steady, truthful and operate with transparency, take ownership for our work and "See the Best" in others.
- **We Take Initiative.** We are driven, work towards goals with fortitude, pay attention to details and find innovative solutions with "Fearless is Free" attitudes.

*One Barn*

At Flying Horse Farms, we believe in providing opportunities to engage and learn cross departmentally. To demonstrate this and underscore our operating core value of All In, every employee at FHF participates in organization-wide and/or cross departmental efforts. While included in all team member position responsibilities is the agreement of "other duties as assigned" or "not assigned," we at FHF desire to be All In and agree to and partner on tasks, projects, and teamwork that support the operations and mission of the organization by completing tasks or assignments that may normally fall outside of your job description. Examples of this include but are not limited to fundraising, event assistance, program participation, facilities assistance work, "volunteering/working" for a camp session, and supporting alternative revenue efforts as appropriate. At FHF we fondly refer to this approach to All In as The One Barn.

### *How to Apply*

- Submit a cover letter and resume to [careers@flyinghorsefarms.org](mailto:careers@flyinghorsefarms.org).

*Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families - free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.*

*Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving 732,000 children and families across five continents.*

*The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders, and facial anomalies.*

*At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond.*

*Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.*