



Job Title:	Program Manager
Location:	Mount Gilead, OH
Job Status:	Full Time
Reports to:	Chief Mission Officer

The **Program Manager** applies intentional focus to the healing and transformative outcomes of the camp experience which provides life-long impact to children with a serious illness and their families. With attention to safety, intentionality, and adaptation, the goal is for every child to heal, grow, and thrive. They believe in the power of camp, and that traditional camp experiences are the vehicle to delivering resounding impact.

Department Overview

The **Camp Operations Team** makes camp a reality by designing & implementing intentional outcomes-based programming that is adapted to meet the developmental, physical, psychosocial, and medical needs of our campers. The team ensures a safe environment through meticulous emergency and risk management planning. The camp operations team builds the camp community of adults needed to serve campers by recruiting, selecting, and supporting qualified volunteers and seasonal camp staff.

Responsibilities

Programs

- Oversee the implementation of camp outcomes, as well as specific program and activity area outcomes, and take findings from data to enhance and elevate the camp experience
- Support and maintain camp program schedule design
- Create and implement full group programs and core traditions into the camp experience
- Oversee the program design, certification process, staffing, implementation, and adaptations for high-risk activity areas including high ropes and woodshop
- Oversee all program adaptations in collaboration with the Program Coordinators
- Oversee all program and activity area inventory, including purchasing and retiring equipment and supplies, and opening and closing activity areas pre and post season
- Oversee the development and implementation of the Ranger Program
- Adapt all programming to meet medical, environmental, and staffing variables
- Collaborate with facility, medical, and recruitment teams to safely deliver camp programs

Staffing

- Assist in the recruitment, screening, and training of seasonal staff and volunteers
- Manage, oversee, coach, mentor, and support full-time and seasonal staff positions
- Manage the procurement and delivery of high-risk certification trainings and staffing

Cross-Departmental Integration

- Support the Chief Mission Officer and Camp Director in grant management, compliance processes, and maintaining the program budget
- Join various cross-departmental meetings as mission/program-focused thought partner
- Serving as a relationship manager, hold key donor relationships, and oversee implementation of partner programs into the camp experience
- Assist in implementation of all camp programs, meetings, events, partnerships, and guest experiences

- Develop guest experience packages with the Guest Experience Manager

Camp Operations Leadership

- Demonstrate proficiency in cross training; serve as camp "point person" as needed for staff needs, camp emergencies and security issues
- Serve as a member of the emergency staffing table; receive Director on Duty/ Command training
- Live on-site during camp programming; maintain a flexible work schedule throughout the year to provide leadership to camp operations, and provide inter-session coverage during summer season

Required Skills & Experience

- Minimum of 2 seasons of summer residential camp or comparable youth programming experience
- Minimum 21 years of age
- 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 7-18 years with varying physical and developmental abilities
- Proficiency in Microsoft Office applications
- Responsible for knowing and adhering to the policies and procedures described in the FHF staff manual
- Maintain a positive working relationship with staff members, volunteers, and families
- Attend all required trainings, staff meetings and certifications
- Perform any other duties as assigned

Preferred Skills & Experience

- Bachelor's degree in a relevant field of study
- Minimum of 3 years in year-round residential camp setting
- Minimum of 3 years in youth development and programming
- Hold licensure, certification and proficient skills in high-risk activity areas (high ropes, archery, waterfront)
- Valid Driver's License

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.

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.