Camp Boggy Creek is a not for profit organization serving children with serious illnesses and their families. Camp Boggy Creek is a member of the SeriousFun Children’s Network and is located 45 minutes north of Orlando in Eustis FL. We are currently seeking a Program Associate for an immediate Full Time opportunity.

The Program Associate is responsible for managing camp programming, recruiting and training seasonal staff and volunteers and assisting with the coordination and implementation of safe and intentional camp programming for children with special medical needs.

This position ensures that Camp maintains both internal and external compliance with camping policies, standards, and regulations. This position will work independently and within a program team structure. This position has significant time demands during camp seasons including nights and weekends. This position also requires living on camp property throughout summer programming, including orientation and training as well as during designated family retreat weekends.

Essential Duties & Responsibilities

* Active participation in the crisis management team.
* Assist in the coordination and implementation of staff and volunteer orientation.
* Assist the program administration team in providing Camp tours.
* Serves as Family Pal Coordinator or Activity Coordinator role on designated retreat weekends.
* Oversee training on LIT/Oldest Camper program and working with teenagers
* Direct oversight of the LIT/Oldest Camper program including but not limited to; application review and selection, programming, and development and implementation of the budget

Job Type: Full-time

Required education: Bachelor's

Required experience:

* A minimum of two years of camping or related experience.
* Proven ability to organize and accomplish daily, weekly and special intentional programming
* Proven ability to manage multiple work tasks
* Excellent communications, organizational and problem solving skills
* Current Certifications in CPR and First Aid.

To apply, please send a cover letter and resume to csimmons@campboggycreek.org.