Program Manager, Job Listing

Camp Fire is seeking an exceptional leader to join our dynamic and diverse team as a Program Manager. This person will be responsible for general management and leadership for SummerKids, our 9-week long summer day camp, and No School Day Camps, our single and multi-day camps that run throughout the school year. This person will also help lead after school activities through our growing after school programs offered at elementary schools in Bend.

All of our programs incorporate Camp Fire's research-based framework for THRIVE{OLOGY}, and emphasizes social emotional learning, growth mindset, fostering developmental relationships, giving youth leadership opportunities, growing youth voice, and providing opportunities for youth to find and express their sparks.

The Program Manager will work as part of our small programs team dedicated to providing quality programs to the youth of Central Oregon focused on service, leadership and youth voice. In addition to the duties assigned as the manager of camps, the Program Manager will also have an important role in many other aspects of operations within Camp Fire.

Qualifications and Experience:

- 3+ years working with kids of all ages
- Experience managing or supervising staff or team
- Experience managing and/or planning programs or events
- Familiar with elements of quality criteria for youth programs and principles of youth development
- Skilled in and creative with curriculum development and implementation
- Skilled in logistics and managing details involved with youth programs
- Ability to address behavior, medical and other incidents, with participants, parents, and staff in a timely, professional manner.
- Experience with Google Suite including Google Drive, calendar, and voice
- Available for full duration of program days and training

Accountable to: Program Director Location: Bend, Oregon
Status: Full time, 32 hours per week, *Note: includes some evening and weekend hours, actual hours may vary based on program offerings.
Compensation: Salary commensurate with experience, ranging from $15-$18 per hour. PTO and holidays.

To apply, please send Cover Letter and Resume to jobs@campfireco.org with subject line "Program Manager, [Your last name.]" Camp Fire is accepting applications on a rolling basis.