



Camp Fire Afterschool Program Manager

Location: Bend, OR
Status: Full Time, 32 hours/week

Typical hours can be flexible but must include M-F after school hours and may include some evening and weekend hours.

Organization Background:

Founded in 1910, the national organization Camp Fire has actively engaged youth and teens in building essential skills for life for over 100 hundred years. [Camp Fire Central Oregon](#) offers a variety of year-round, co-ed enrichment opportunities that empower youth, staff and volunteers to discover their sparks, build confidence, and be actively thriving contributors in their communities. In Central Oregon since 1916, Camp Fire intentionally creates a welcoming environment that is fun, inclusive, and supported by dynamic adult mentors.

Job Summary:

The Program Manager will be responsible for general management, development, and leadership of our brand new 5-day a week afterschool program, Camp Fire Afterschool, as well as have the opportunity to develop and expand programs further in the future. Camp Fire Afterschool has 2 components: a Sparks program that offers age-specific enrichment classes and a Rec program that offers all ages open format programs.

The Program Manager will lead, plan, and implement all aspects of the afterschool program including hiring and supervising staff, managing the budget, developing programs and curriculum, and providing direct service as needed. The Program Manager will also act in a leadership support role for other programs, such as No School Day Camps, our single and multi-day camps that run on days off throughout the school year, and SummerKids, our 9-week summer day camp program. In addition, the Program Manager will also have an important role as a member of a small team, pitching in with various other aspects of running a small non-profit, including outreach and general administration assistance, within Camp Fire.

Qualifications, Skills and Experience: We are looking for a candidate who has:

- Youth-friendly energy, creativity, and empathy
- A commitment to justice, equity, diversity, and inclusion
- Familiarity with diverse, positive behavior management strategies and trauma informed practices
- Extensive experience working with youth, preferably in a leadership or supervisory capacity
- The ability to work with youth and staff as a caring, effective role model
- Skills in and is creative with curriculum development and implementation
- The patience to foster a growth mindset personally, in other staff and with participants
- Experience managing and/or planning programs or events
- Familiarity with elements of quality criteria for afterschool programs and youth development
- Clear and effective communication skills with staff, participants, and parents
- Initiative to address problems or situations as they arise, and ask for support as needed
- Logistics and detail management skills related to youth programs
- Basic computer and phone skills
- CPR & First Aid certifications (or the ability to get them)

Qualities:

We are looking for someone whose values align with ours, takes ownership, and is dedicated to the idea of continual improvement in our offerings. We aspire to challenge and nurture youth in a way that simultaneously allows them to discover themselves and to push their growth. This requires new ideas, self-motivation and flexibility as we respond to the needs of Central Oregon youth.

Responsibilities:

The Program Manager will manage all aspects of Camp Fire Afterschool including:

- Recruit, hire and train quality program staff and volunteers.
- Schedule and staff enrichment and recreation programs.
- Create and implement systems and structure of the program for staff and youth.
- Design, plan and implement intentional skill building lesson plans for enrichment programs.
- Plan supplemental activities: games, songs, crafts, etc. for the recreation program.
- Help create and manage a budget.
- Plan for, purchase or gather supplies within budget requirements.
- Manage all the logistics, including, but not limited to, direct supervision of staff and volunteers, implementation of policies and procedures, and managing physical space (i.e. securing locations as well as the organization and cleanliness of the space.)
- Act as supervisor and direct service staff during after school hours.
- Ensure the emotional and physical health and safety of participants through direct interactions with youth and parents and thoughtful behavior policies.
- Address behavior, medical, or other incidents in a timely manner with participants (immediately and parents (same day).
- Communicate expectations and needs clearly with youth during the program and with parents during and prior to the program.
- Communicate regularly with Program Director regarding disciplinary issues, program obstacles, and other important information essential to running the program smoothly.

The Program Manager will also:

- Play an active role in No School Day Camps, SummerKids, or other Camp Fire programs as determined and mutually agreed upon with the Program Director.
- Participate in internal and external meetings, trainings, and professional development.
- Share ideas and make recommendations for future programs.
- Serve as a liaison with external groups to maintain positive public and working relations with community partners as needed.
- Participate actively in whole organization problem solving and other Camp Fire activities, outreach, and events as needed.
- Occasional travel to off-site meetings, trainings and events.
- Perform other various duties as assigned by the Program Director and Executive Director and in line with being an integral part of a small team.

Salary commensurate with experience, ranging from \$16-\$18 per hour. PTO and holidays.

To apply, please send a Letter of Interest and Resume to jobs@campfireco.org with subject line "Camp Fire Afterschool Program Manager, [Your last name.]"