



AVAILABLE POSITION - SUMMER 2025

Program Director

[Seasonal, full-time, non-cabin Staff - minimum age 21+]
[prior camp experience recommended, but not required]

Camp Nicolet for Girls is a traditional overnight summer camp in Eagle River, Wisconsin. Family-owned and operated for over 80 years, our goal is to provide a safe, fun, educational summer experience for young women ages 7-17, and Staff ages 18+. Visit our website, <https://campnicolet.com>, to learn more about our programs and philosophy.

Camp Nicolet seeks a **Program Director**, who coordinates and supervises daily “core” camp activities, elective activities, and special or weekend activities. Additionally, the Program Director ensures safe, quality, engaging experiences for campers through ongoing management of Staff; Area Directors and Instructors. This position pays \$120 per day; semi-private housing, all meals, and Workers Compensation Insurance are included as benefits. The contract length is from **June 8th through August 12th, 2025**.

The Program Director has the following fundamental responsibilities:

- Determine the offering of “core” instructional activities, based on enrollment & camper skills
- Create camper schedules for each session, based on camper Skills Assessment Form data
- Collaborate with Area Directors in creation of Staff Teaching Schedules [each week]
- Practice “Management by Walking Around” - maintain routine visibility
- Advise Area Directors on completion of instructor evaluations & camper “levels” progress
- Advise Area Directors on scheduling “in services” for Instructors during sessions
- Communicate the Daily Schedule to campers and Staff during mealtimes [announcements]
- Post the Daily Schedule on the bulletin board, and create Daily Bulletins for Dining Hall tables
- Collaborate with Area Directors on purchasing for areas. Collaborate with CFO for approval.
- Determine Elective activities, based on Staff skills & talents, along with camp traditions
- Schedule Instructors weekly to facilitate & teach Electives
- Coordinate a weekly Elective sign-up process for campers & distribute finalized rosters
- Maintain digital records of camper schedules [this is accomplished in CampMinder]
- Actively observe “core” & Elective activities; ensuring a safe, quality, engaging experience
- Advise five Staff Committees: Campfire, Dining Hall, Weekend/Rainy Day, Vespers, & Social
- Collaborate with Committee Heads to ensure planned activities are safe, successful, and fun
- Collaborate with Unit Heads to ensure planned activities are safe, engaging, and successful
- Attend weekly Staff Meetings and actively share “need to know” information
- Work to build appropriate working relationships with other Staff members, through routine attendance at camp community activities and programs [Campfire, Cookouts, etc.]
- Physical mobility; be “on your feet” during the day, and be able to lift reasonable amounts
- Recognize parameters of Camp Nicolet tradition, while feeling comfortable with bringing an innovative approach to activities and programs offered

The position comes with the following benefits:

- Make a positive impact in the lives of today’s youth; both campers and young employees
- A full day off for every six days worked
- Camp Nicolet is an **American Camp Association accredited camp**

Contact Jeremy Starz, Owner & Director, for more information and to apply:
jstarz@campnicolet.com or 608-469-3091 (voice/text/WhatsApp)