



JOB DESCRIPTION

JOB TITLE: Program Manager, Camp HOPE
HOURS: Full time - 40 hours per week- flexibility to attend activities on some weekends and summer camp sessions
JOB CLASS: Non -Exempt
SALARY: \$26.00- \$32.00 dependent on experience
SUPERVISOR: Director of Programs

General Responsibilities

The Program Manager is a professional-level position that oversees the Camp HOPE America-San Diego program at Crisis House. The Program Manager coordinates activities under the Camp HOPE umbrella and integrates the SCIENCE OF HOPE philosophy throughout all activities and in accordance with the Crisis House Mission. The Program Manager works directly with children, providing an opportunity for healing, support, and hope for children who have experienced and have been impacted by traumatic events including family violence.

Key Responsibilities

Camp HOPE is a year-round program that includes two week-long camping experiences in the summer, and monthly activities during the year. The Program Manager serves as the program lead and using a trauma-informed approach, plans, attends, and facilitates all weeks of camp in the summer and hosts the year-round monthly activities. The Program Manager will recruit, screen, and select volunteers, staff, and youth for the Camp HOPE program. The Manager will be the liaison with the Camp HOPE America Director regarding vision, mission, specific goals, objectives, activities, and outcomes.

Camp HOPE Activities-

- Plan, attend, and facilitate all aspects of the Camp HOPE year-round program (monthly events and camp weeks).
- Develop a working knowledge of the Science of HOPE philosophies and integrate them throughout program activities.
- Execute the Camp HOPE America Toolkit in summer camp programming.
- Devise a strategy to integrate and communicate the HOPE philosophy to Crisis House staff.
- Execute paperwork for participants, adult staff, mentors, counselors, and volunteers.
- Maintain an accurate and confidential database of camper information.
- Work with the Director of Programs to meet program deliverables.
- Ensure proper background clearance is obtained prior to activities for all adults and counselors engaged in Camp HOPE activities.

- Collect, analyze, and report on campers' HOPE research data as contract or grant requires.
- Track involvement in activities on a monthly, quarterly, and annual basis.
- Complete various program reports as directed by the supervisor.

Outreach

- Conduct outreach activities to support the recruitment of youth participants and volunteers.
- Recruit, train, and manage volunteer Camp Counselors and adult support staff.
- Work closely with Camp HOPE America's national office, local camp agencies, and other partner agencies.
- Train adult participants in trauma-informed approaches, Science of Hope, and other relevant training modalities.

Communication

- Communicate with the supervisor about any program issues or barriers in a timely manner.
- Facilitate positive, professional, timely, consistent, and culturally sensitive communication with all youth and their caregivers.
- Provide clear communication surrounding roles, responsibilities, and expectations for adult staff, counselors, and volunteers in alignment with the Camp HOPE America mission and vision.
- Communicate with the Camp HOPE America Director and maintain healthy relationships with Camp HOPE America.
- Ability to communicate Camp HOPE's vision and mission to funders donors, and partnership agencies.
- Meets social media requirements as required by contract/grants.

Required Qualifications

- Bachelor's degree from an accredited college or university in a related health or human services field with two years of professional experience is preferred; however, applicants may qualify for this position through a combination of relevant experience and qualifications, with or without a formal degree.
- Valid CA Driver's License.

Preferred Knowledge, Skills, and Qualifications

- Licensed Professional Counselor, Licensed Clinical Social Worker, Licensed Clinical Addictions Specialist, or Licensed Psychological Associate desired, but not required
- Bilingual desired, but not required.
- Experience and sensitivity in working with children and families impacted by domestic and/or sexual violence.
- Awareness of Camp HOPE philosophy and practice.
- Experience that leads to the ability to plan, attend, facilitate, and supervise a summer overnight camp experience.

- Group facilitation skills to conduct planning sessions, staff meetings, group supervision, and group/family sessions.
- Specialized training in child trauma response and treatment modalities.
- Knowledge of the characteristics/needs of diverse individuals/families to complete assessments/evaluations/plans at intake and throughout the care coordination, treatment planning, and service provision process.
- Ability to work as part of a fast-paced multi-disciplinary team which includes the ability to establish and maintain effective working relationships with diverse people.
- Skilled in problem-solving, decision-making, and conflict resolution. Ability to deal with people experiencing stress and the ability to communicate effectively in challenging situations.
- Ability to work effectively under high-pressure circumstances and manage crisis and emergency situations.
- Ability to communicate effectively, both verbally and in writing, with diverse groups of individuals.

Send cover letter and resumes to: resumes@crisishouse.org

For more information on Camp HOPE America, visit <https://www.camphopeamerica.org/>

Crisis House is an equal-opportunity employer and makes employment decisions based on merit, qualifications, and competence. Company policy prohibits unlawful discrimination based on gender, race, color, religion, creed, national origin, ancestry, citizenship, pregnancy, age, marital status, sexual orientation, medical condition, physical or mental disability, veteran status, or any other consideration made unlawful by federal, state or local laws.