

# Surf Camp Inc. Program Director



## Overview

Surf Camp Inc. is seeking an experienced, dynamic **Program Director** to oversee the management of multiple programs, including residential and travel camps. This full-time leadership role involves supervising Program Coordinators, ensuring smooth program execution, and driving strategic initiatives to enhance the quality, innovation, and impact of our offerings. Reporting directly to the Operations Director, the ideal candidate will possess professional camp management experience, strong leadership skills, and a passion for coastal conservation and education.

### Key Programs Under Oversight:

- ❖ North Carolina Residential Camps: Sea Turtle Camp, SCUBA Sea Turtle Camp, WB Surf Camp, Carolina Ocean Odyssey
- ❖ Local Camps: Guppy Ocean Adventure, Grom Academy
- ❖ Travel Programs

## Skills and Requirements

### Minimum Qualifications

- ❖ Bachelor's degree (Master's preferred) in Environmental Science, Marine Science, Parks & Recreation, Business Management, or related field.
- ❖ At least 3 years of professional camp management experience.
- ❖ Demonstrated leadership in a camp or outdoor education environment.
- ❖ At least 25 years of age.
- ❖ Current certifications: CPR for the Professional Rescuer, First Aid, Lifeguard.
- ❖ Strong written and oral communication skills.
- ❖ Proven organizational, decision-making, and logistical planning abilities.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.
- ❖ Clean driving record and reliable vehicle.

### Desired Skills & Traits

- ❖ Master's degree in a relevant field.
- ❖ Wilderness First Aid Certification.
- ❖ Experience working with marine reptiles, mammals, or aquatic animals.
- ❖ Surfing, kayaking, or stand-up paddleboarding experience.
- ❖ Familiarity with southeastern marine ecosystems and organisms.
- ❖ Background in environmental education or teaching.
- ❖ Exceptional customer service and professional demeanor.
- ❖ Team-oriented, proactive, and adaptable to dynamic environments.
- ❖ Strong alignment with the mission and values of Surf Camp Inc.

## Responsibilities & Duties

### Summer Responsibilities

- ❖ Supervise Program Coordinators managing flagship and local programs, ensuring the successful execution of logistics, lodging, transportation, activities, and meals.
- ❖ Conduct weekly meetings with Program Coordinators and collaborate with the Operations Director to address needs and challenges.

*I have read and understand the Surf Camp Program Director Job Description*

*Initial \_\_\_\_\_*

- ❖ Oversee staff hiring, training, and evaluations for seasonal and full-time employees.
- ❖ Serve as a liaison between camp programs and key partners/vendors.
- ❖ Conduct site visits to monitor program quality, safety, and adherence to guidelines.
- ❖ Maintain accurate registration, attendance, and inventory records.
- ❖ Provide leadership and support for staff at all levels.
- ❖ Participate in camper check-in and check-out processes.

**Year-Round Responsibilities**

- ❖ Develop, review, and refine logistics for all programs in collaboration with Program Coordinators.
- ❖ Evaluate staff and program performance, providing constructive feedback and development opportunities.
- ❖ Assist with creating new travel adventures, updating curricula, and researching new markets.
- ❖ Coordinate marketing efforts, including collaborating on social media, brochures, and other promotional materials.
- ❖ Maintain relationships with key partners like the Karen Beasley Sea Turtle Rescue and Rehabilitation Center.
- ❖ Oversee inventory management and purchasing of program materials and supplies.
- ❖ Support customer relations, including responding to inquiries, selling programs, and handling enrollments.
- ❖ Assist with office operations as needed.

**Compensation & Benefits**

Salary is commensurate with experience and education. Additional benefits include:

- ❖ \$225/month toward health insurance.
- ❖ Paid Time Off (PTO): Accrual of 6.67 hours per month (80 hours annually).
- ❖ Paid holidays: Labor Day, Thanksgiving and the Friday after, Christmas Eve, Christmas Day, New Year’s Day.

**About Surf Camp, Inc.:**

Based in Wilmington, NC, Surf Camp Inc. is a leading organization in marine-biology-based and surf adventure education. We deliver summer camps and travel programs that embody our core values of **Safety, Fun, and Learning**.

**Our Mission:**

*"To cultivate a love and respect for the ocean by building confidence, developing character, and inspiring stoke through safety, fun, and learning."*

Join our team and play a pivotal role in fostering environmental stewardship and ocean education for future generations!

**Acknowledgment:**

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree to observe all company policies and that Management retains the right to change this position description and policies at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date