

The Pines Summer Camp Job Description: Pinester Director

Reports to: Program Director

Capacity: Temporary (non-exempt) position

Compensation: Pre-camp hours: May 25- July 5 (6 weeks x 10 hrs/week x \$25/hr) = \$1,500.00
Summer camp: July 6- July 25 (3 weeks x \$1,000/week) = \$3,000.00, plus room & meals.

Job Summary: Develops summer camp programming for Pinesters/Pinecones/Seedlings in collaboration with the Program Director; helps with volunteer recruitment, training, and supervision of Pinester/Pinecone/Seedling volunteer counselors; works with Executive Director & Program Director on Peppermint Ridge participation; and helps with creating, planning, and leading volunteer and staff training.

Skills and Qualifications Must have 16 weeks of experience working with the special needs population or a bachelor's degree in a related field. Ability to: create and facilitate Pinester programming that is mission-focused on anti-racism, pro-LGBTQIA+, and consistent with the mission of Pilgrim Pines Camp; supervise and support volunteers; showcase knowledge and expertise in working with people with special needs; maintain focus on mission and organization program components; and promote social justice and anti-racist/bias mindset. Must be 22 years old or older.

Key Responsibilities

- Develop summer camp programming for Pinester/Pinecone/Seedling in collaboration with the Program Director
 - Create a week-long schedule with activities
 - Prepare materials for activities
 - Lead activities to make sure programming is implemented
- Help with volunteer recruitment, training, and supervision of Pinester/Pinecone/Seedling volunteer counselors
 - Work with the Program Director to recruit volunteers
 - Support the training curriculum/program for all volunteers (including those working within the Pinester/Pinecone/Seedling programs)
 - Supervise volunteers working in the Pinester/Pinecone/Seedling programs
- Work with the Executive Director & Program Director to coordinate Peppermint Ridge's participation in summer camp programming
- Work with Program Director & Assistant Program Director to create, plan, and lead volunteer and staff summer camp training
- Complete other duties as assigned

Directors Training

- In person at Pilgrim Pines on Saturday, June 14, 2025. 10:00am-4:00pm, lunch included.