



**Job Title:** Camp Program Manager  
**Status:** Full-time/Exempt  
**Reports to:** Camp Director  
**Location:** Rocky Mountain Village, Empire, CO  
**Base Salary:** \$40,000  
**Living Benefits:** On-site housing with a mountain view. Utilities covered (electricity and water). Meals provided during camp sessions. Access to camp amenities.

### **About Us:**

For over a century, Easterseals Colorado has been a vital resource for individuals with disabilities, their families, and caregivers. As a mission-driven nonprofit, we champion inclusion, empowerment, and opportunity for all.

Rocky Mountain Village Camp (RMV), located in Empire, CO, is one of the most rewarding and dynamic programs we offer — a place where campers of all abilities experience joy, growth, and connection in the heart of the Rockies.

### **Position Summary:**

The Program Manager is responsible for planning, implementing, and evaluating all camp programs at Easterseals Colorado's Rocky Mountain Village. This role ensures that camp activities align with the organization's mission and goals, while fostering a safe, inclusive, and enriching environment for campers, staff, and volunteers.

### **Essential Duties and Responsibilities:**

- Organize daily activities based on the goals of Easterseals Colorado at Rocky Mountain Village.
- Develop new programs that support the camp's objectives.
- Collaborate with other departments to develop budgets and program plans.
- Evaluate and assess program strengths and areas for improvement.
- Partner with Camp Director and marketing to enhance promotional strategies.
- Plan and implement all program ideas for summer and respite camps.
- Assist the Camp Director to recruit staff and volunteers for summer and respite camps.
- Collect, process, and file paperwork for staff, volunteers, and campers.
- Assist with summer scheduling and staff training planning.
- Responsible for creating summer staff welcome bags.
- Update applications for staff and volunteers annually.
- Organize summer staff transportation to camp (if provided by RMV).
- Assist with inventory and ordering of program supplies prior to summer.
- Support rental group operations (program facilitation, kitchen duties, on-duty responsibilities, etc.).

*These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job*

**Summer Duties and Responsibilities:**

- Assist the Camp Director in leading and facilitating training for Program staff.
- Maintain a positive attitude and serve as a role model for all camp staff.
- Manage all program areas and specialists to ensure schedules are followed and staff are equipped to perform their duties effectively.
- Continuously strive to improve the quality and variety of programming.
- Facilitate planning for daily programs and all-camp activities.
- Develop contingency plans for wet-weather programming and all-camp events.
- Evaluate program staff performance in collaboration with the Camp Director.
- Monitor and ensure cleanliness and organization of program areas at the end of each camp session.
- Lead regular Program team meetings to support communication and coordination.

**Qualifications:**

- Bachelor's degree in Recreation, Education, Nonprofit Management, or related field preferred.
- Experience in camp programming, staff supervision, and volunteer coordination.
- Strong organizational and communication skills.
- Ability to work collaboratively across departments.
- Must successfully pass state and federal background checks, as well as a motor vehicle record check.
- Commitment to the mission and values of Easterseals Colorado.

**Benefits Offered**

At Easterseals Colorado, our employees are our most valuable asset—and we are proud to invest in their well-being. We offer a comprehensive benefits package designed to support your health, financial security, and work-life balance, including: medical, dental, and vision insurance with a portion of the premiums employer paid; Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA); Retirement Plan to help you plan for the future; Employee Assistance Program (EAP) for confidential support and resources; Paid holidays and generous Paid Time Off (PTO).

**Physical Requirements of This Position:**

This position is classified as Medium Work under the ADA. Must be able to exert up to 50 pounds of force occasionally, up to 30 pounds frequently, and up to 10 pounds constantly to move objects. Duties may require standing, walking, bending, lifting, and carrying throughout the day.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.