

Program Manager

Oakland Feather River Camp - Job Description



Job Title:	Program Manager
Full/Part Time:	Full Time
Location:	Quincy, CA
Compensation:	\$1,392 - \$1,492 per week
Duration:	Seasonal
Dates:	May 13 - September 8, 2026
Classification:	Salaried, Exempt
Reports To:	Assistant Camp Director

Position Purpose:

The Program Manager promotes the mission of Oakland Feather River Camp by developing and facilitating exceptional programming for campers of all ages. This position oversees the program department, manages all program staff, and ensures smooth coordination with all camp departments. The Program Manager also serves as the primary liaison for rental groups and a key member of the camp leadership team.

Ideal Candidate:

The ideal candidate is an experienced leader with a background in camp operations, youth development, education, or recreation. They thrive in a dynamic environment, excel in staff management, and can juggle multiple priorities while maintaining a high level of customer service and program quality.

Essential Job Functions:

- **Staff Training & Leadership**
 - Develop and deliver training sessions for program staff.
 - Coach and mentor staff throughout the season.
 - Conduct regular check-ins, provide feedback, and complete mid- and end-of-season staff evaluations.
 - Mediate conflicts and document coaching as needed.
 - Assist with All Staff Training and ongoing staff engagement activities.
- **Program Scheduling & Oversight**
 - Create and manage weekly camp and program staff schedules.
 - Assign program staff to lead activities and support operational projects.
 - Ensure that programming is engaging, safe, and well-staffed.
 - Oversee daily operations of the program department and be available to provide additional support when needed.
- **Guest Artist & Rental Group Coordination**
 - Communicate with Guest Artists upon arrival.
 - Provide secondary support for Guest Artists for on-site needs
 - Integrate Guest Artist programming into overall camp programming.
 - Serve as the primary on site point of contact for rental groups.
 - Coordinate with all camp departments to meet rental group needs.
- **Program Supplies & Logistics**
 - Inventory and purchase program supplies.
 - Ensure activity areas are prepared and stocked.
 - Maintain organized storage and track supply usage throughout the season.
- **Communication & Camper Support**
 - Share program updates via camp announcements, posted schedules, and handouts.
 - Act as the primary programmatic contact for campers and staff.
 - Support positive camper interactions and an inclusive camp environment through visible leadership and active engagement.
 - Encourage engagement, provide assistance, and ensure safety during all activities.

Other Job Duties:

- Assist the camp office and store during check-in or high-traffic times.
- Develop new programs and activities to improve camp offerings.
- Support camp-wide events and special projects.
- Participate in leadership meetings and collaborate with other department heads to ensure smooth camp operations.
- Step in as needed to assist with general camp duties.
- Assist with housekeeping duties on camper transition days.

Relationships:

Reports to the Assistant Camp Director; Supervises Program Leaders and Program Specialists; Collaborates closely with the Camp Director, Facilities Manager, Food Service Manager, Camp Health Supervisor, Registrar & Outreach Coordinator, and Office Manager; Acts as the primary liaison for rental groups. Works directly with campers and families; serves as a primary point of contact for camp wide programming.

Equipment Used:

Including, but not limited to, the use and care of: Laptop (personal or camp-issued), printer, Google Workspace (Gmail, Docs, Sheets, Drive), camp scheduling and sign-up boards, radios, and general office and program supplies.

Qualifications (Minimum Qualifications and Past Experience)

- **Required**
 - Must be 21+
 - Ability to work a flexible schedule including weekends.
 - 2+ years of camp leadership or equivalent supervisory experience.
 - Strong organizational and interpersonal skills.
 - Ability to manage multiple priorities in a fast-paced environment.
 - Valid driver's license.
 - Comfort with (or ability to learn) Google Workspace and various technologies.
 - Ability to work collaboratively with a diverse staff and camper population.
 - Ability to work a flexible schedule including weekends.
- **Desired**
 - Current Wilderness First Aid or Wilderness First Responder certification, with CPR (or ability to obtain).
 - Current Lifeguard Certification (or ability to obtain).
 - Bachelor's degree or equivalent experience in youth development, recreation, or related field.
 - Prior experience in camp management or programming.
 - ACA Accreditation Standards familiarity.
 - Strong problem-solving skills,
 - Experience coordinating schedules and staff teams.
 - Experience in crisis management and conflict resolution.
 - Bilingual - Spanish (additional compensation).

Work Environment & Physical Aspects of the Position:

- Active outdoor setting with exposure to varied weather conditions.
- Frequent standing, walking, and lifting up to 50 lbs.
- Requires long hours, on-call availability, and calm under pressure.
- Must be able to drive camp vehicles.

Typical Day of this Position:

- Begin your days by leading the program staff meeting and review of the day's schedule.
- Check in with program staff and assign responsibilities.
- Oversee program setup and delivery.
- Support staff during activities and manage logistics.
- Communicate program updates to campers and staff.
- Meet with Guest Artists or rental groups as needed.

Typical Week of this Position:

Oakland Feather River Camp operates on a 7-day camp schedule with rotating staff days off. Most positions follow a five-day work week, but actual shift patterns, break timing, and days off vary based on role and department. Staff are expected to work all assigned shifts as scheduled to maintain smooth daily operations. All staff receive breaks and meal periods in accordance with California labor law.

This exempt leadership position typically follows a five-day work week with two days off. Due to the nature of leadership responsibilities, days off may not always be back-to-back. Breaks are self-managed and staggered throughout the day, based on workload and departmental needs. Staff are expected to communicate their daily break times with their supervisor.

Working at Oakland Feather River Camp

Our Organization Culture

At OFRC, we work hard and we play hard. We are committed to creating the best possible experience not only for our campers but also for our staff. Our community is open and welcoming to everyone—if you want to be here, we want you here!

Oakland is one of the most diverse cities in the country, and we strive to reflect that diversity in our camp community. We value feedback and growth, and we believe everyone—no matter their role or experience—has something to learn and contribute. Our team spans generations, from Gen Z to Baby Boomers, and we celebrate the unique perspectives each person brings to camp life.

Camp is an all-in environment. We pitch in for each other, adapt quickly, and find creative solutions together. You'll be challenged, supported, and encouraged to grow while surrounded by a team that truly has your back. If you thrive in a collaborative, hands-on workplace where community comes first, you'll feel right at home here.

Our Hiring Philosophy & Non-Discrimination Policy

Oakland Feather River Camp is an equal opportunity employer. We believe an inclusive and diverse workforce is invaluable. OFRC does not discriminate internally (in its administrative and program operations) or externally (in its recipients of services) on the basis of race, color, religion, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, People of Color; Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex people; Women; people with disabilities, protected Veterans, and formerly incarcerated individuals are all strongly encouraged to apply for our open positions.

We also recognize that the outdoor and recreation industry has historically lacked representation from People of Color and other marginalized groups. At OFRC, we are committed to breaking that trend by creating a welcoming, supportive environment where diverse voices and lived experiences are valued and celebrated. Studies show that Women and People of Color are less likely to apply for a position unless they match every qualification listed. We know that the best candidate for a role may not meet every requirement, and we encourage you to apply and tell us more about your unique skills and experience.