



Program Manager - Quest (aka Camp Director)

Year-round, Full time, Exempt, Salary

Reports to: Executive Director

Position Summary

Sherwood Forest's Quest Program is a year-round youth development program for youth in grades one through nine, anchored in a residential summer camp experience. The Quest Program focuses on helping youth develop resilience and developmental assets through out-of-school time experiences.

The Quest Program Manager is the summer Camp Director and reports to the Executive Director. This role oversees Sherwood Forest's Quest program and works with the Supports for Success Program Managers to ensure a continuum of care for our participants. The Quest Program Manager directly supervises one to three full-time Program Coordinators and part-time and seasonal Quest program staff.

Job Requirements and Responsibilities:

Direct Quest Operations:

- Lead the Quest Program in design, implementation, and evaluation for continuous improvement
- Ensure that Quest Program policies, processes, and practices meet or exceed American Camp Association standards
- Regularly attend, contribute to, and lead team and staff meetings
- Collaborate with the Executive Director and fellow Program Managers to support professional development for team members
- Organize and prepare information needed for reports, meetings, other departments, and external stakeholders and agencies in a timely manner
- Work with the Development Team to implement surveys, evaluations, etc. to meet grant requirements, and assess program outcomes
- Work with Quest Team members to recruit and support campers and their families
- Ensure Quest Program goals are established, met, and evaluated for continuous improvement
- Live and work at camp for the duration of the summer season (May – August)
- Travel as needed throughout the year

Supervise and manage the program team, full-time, part-time and seasonal staff:

- Recruit, hire, train, supervise and manage year-round, part-time and seasonal members of the Quest team, including interns and practicum students
- Ensure that all Quest staff are hired and processed according to Human Resource procedures
- Conduct ongoing performance evaluations and professional development

Participate in the Annual Planning Process for Programs

- Meet with the program committee and Quest team members to assess the needs for program advancement based on the Strategic Plan
- Oversee annual processes for the Quest program implementation
- Collaborate with the Development Team to communicate program needs for programs and activities
- Collaborate with the Facilities Team to ensure facilities meet current and future needs of the program
- Seek outside resources to stay current with best practices and evidence-based methods for Social Emotional Learning, camp programs and working with children
- Prepare and recommend a yearly budget and adhere to it once approved

Community Relations

- Actively participate in community, regional, and national organizations that support our mission
- Attend local, regional and national conferences

Program Team Commitments

- Play an important role in establishing and building awareness for Sherwood Forest’s mission among current and prospective stakeholders
- Provide support and encouragement to other members of the Program Team regarding their unique contributions
- Assure Program Team's and Program participants' full compliance with SF Race and Gender Equity Pledges
- Act in a manner to positively represent Sherwood Forest
- Practice and enforce the agency’s policies and procedures

Qualifications & Certifications:

- B.A. or B.S. in related field (such as Recreation, Education, Social Work, Psychology) required, Masters preferred
- 3-5 years of work experience in youth services and residential camp programs required
- Leadership experience in organized camping, summer camp, and youth counseling preferred
- Team management experience preferred
- Must have a valid driver’s license, the ability to obtain a Class E, pass a driver’s certification program, and be approved by insurance company

Core Competencies, Skills & Abilities:

- Comprehensive understanding of youth development and the needs of low-income youth
- Comprehensive understanding of social emotional learning and how to support youth mental and behavioral health
- Goal-directed and continuous improvement orientation
- Supervisory and management skills related to the job functions above
- Excellent organizational and project management skills
- Excellent time management skills with the ability to meet deadlines and manage multiple projects at once
- Sensitivity and appreciation for individual differences; ability to relate positively to people of all backgrounds, ages, and abilities
- Passion for the Sherwood Forest mission with the commitment to “meet our kids where they are”
- Ability to empower others by creating an environment in which individuals strive to do their best
- Excellent interpersonal skills with the need to be flexible with all personality types and audiences
- Proficient with Microsoft Office Suite
- Excellent written and verbal communication skills

Essential Functions

- Live at camp during the summer and at various times during the school year (2 hours south of St. Louis, from mid-May to early August)
- Work frequent evenings and weekends
- Effectively communicate in person, by phone, or in writing, and exchange accurate, timely information
- Organize and coordinate schedules, work collaboratively, train and supervise staff
- Analyze, interpret, and report data
- Maintain neat and orderly records
- Operate a computer and other office technology
- Work long hours at a fast pace
- Make sound decisions under stressful conditions
- Adapt to a given situation and/or offer creative solutions
- Work and navigate in a variety of environments, terrains, and weather conditions
- Drive camp vehicles and to transport children
- Travel to camp and various sites as needed

About Sherwood Forest

Sherwood Forest Camp, Inc. is a year-round youth development agency dedicated to providing dynamic programs and immersive outdoor experiences for children from economically disadvantaged families in the St. Louis region. We empower youth to discover resilience, prepare for their future, and embrace civic responsibility, envisioning a community where all youth achieve their fullest potential.

The Quest program serves children from 1st to 9th grade. The Supports for Success (S4S) program serves camp alumni beginning in the 10th grade to help them ensure post-secondary pursuits and support them as they transition into young adulthood. Our Outdoor Education program serves schools and youth-development agencies in the St. Louis area in the fall and spring.

Sherwood Forest is committed to eliminating racism, biases, and racial disparities in our society and eradicating barriers that thwart the development, growth and prosperity of youth in our community. All staff must be willing to work to that end and commit to upholding our Race Equity Cultural Pledge. *Please visit our website to view the Pledge in its entirety <https://www.sherwoodforeststl.org/about/diversity-equity-and-inclusion/>.*

Sherwood Forest is an affirmative action, equal opportunity employer. All candidates have an equal opportunity for employment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or status as a veteran. Personal staff information – (application, references, background investigations, medical records) – will not be released, except as may be required by law. Requests for references regarding the staff member's performance will be honored; however, the staff member must authorize the release of such information.

Sherwood Forest requires all staff, including Counselors-in-Training, to be fully vaccinated against COVID-19 before beginning employment, unless a medical or religious accommodation is requested and is granted. In addition, all those who are attending Sherwood Forest Camp, including campers, program participants, and staff, are required to have age-appropriate vaccines as outlined by the Missouri Department of Public Health & Senior Services (Missouri Statute 167.181), unless a medical or religious accommodation is requested and is granted. Once a position has been offered, proof of immunization status will be requested and information on how to request an accommodation will be provided. Proof of immunization or an approved accommodation request will need to be received prior to starting work.

To Apply

Please submit a cover letter, resume, and a list of three professional references with necessary contact information to hiring@sherwoodforeststl.org.

Salary Range

\$60,000 to \$65,000