

# PROGRAM & ACTIVITIES DIRECTOR

**Dates:** June 14 - August 8, 2026 **Type:** Residential/Live-in Position **Compensation:** \$675-\$725 per week (based on qualifications)

## About Camp Trotter:

VFW Camp Trotter is a non-profit residential camp in beautiful northern Michigan where kids are encouraged to try new things, stay true to themselves, and grow in confidence within the shared experience of community. Our mission is to cultivate **courage, community, and curiosity** in children and youth through outdoor programs that build resilience, foster belonging, and inspire hands-on learning.

**Important:** While we proudly prioritize military families, our doors are open to all youth who share a spirit of service and curiosity. **You do not need any military affiliation, VFW connection, or veteran background to work at Camp Trotter.** We're building an inclusive, welcoming community focused on child development, outdoor education, and creating meaningful summer experiences. Camp Trotter is a nonreligious program that celebrates diversity and welcomes staff and campers of all backgrounds and beliefs.

**This is a brand-new program.** While the camp has been around for 75 years, this is a brand new program. You'll have the opportunity to shape Camp Trotter's culture, contribute your ideas, and build a lasting legacy in the camp industry. We're looking for experienced, passionate camp professionals who want to be part of something meaningful.

**Location:** 5566 E 86th St, Newaygo, MI 49337 (on Bills Lake in northern Michigan)

**Camp Sessions:** 5 one-week sessions

- Week 1: July 5–11
- Week 2: July 12–18
- Week 3: July 19–25
- Week 4: July 26–Aug 1
- Week 5: Aug 2–8

**Campers:** Approximately 88 co-ed campers per session, ages 7-12

## Position Overview:

The Program & Activities Director works alongside the Camp Director to oversee all camp operations, program implementation, and staff supervision. This is a leadership role for an experienced camp professional who thrives in a collaborative environment and wants to help build a new program from the ground up. You'll have significant input in shaping our program culture and operations, working closely with the Camp Director for guidance and support.

## **Key Responsibilities:**

- Support the Camp Director in daily operations and strategic decision-making
- Supervise and mentor counseling staff and activity specialists
- Oversee program scheduling, implementation, and quality
- Manage camper behavioral issues and parent communication
- Ensure compliance with health, safety, and emergency protocols
- Lead staff meetings, training sessions, and professional development
- Coordinate logistics, supplies, and facility management
- Step in as Camp Director when needed
- Contribute ideas and innovations to build the program

## **Required Qualifications:**

- Minimum 21 years of age
- Previous camp leadership experience required (minimum 2 seasons in progressively responsible roles preferred, though not required)
- Strong leadership, communication, and problem-solving skills
- Ability to work flexible hours and handle multiple priorities
- Experience supervising staff and managing youth programs
- Self-aware, organized, and motivated team player
- Open to feedback and committed to professional growth
- Must pass background check
- Ability to lift up to 50 lbs and work on your feet

## **Preferred Qualifications:**

- Previous Assistant Director or Program Director experience at a residential camp
- Experience with camp startup or program development
- Crisis management training
- Current CPR and First Aid certification
- Bachelor's degree in education, recreation, or related field

## **Compensation & Benefits:**

- **Salary:** \$675-\$725 per week (based on qualifications and experience)
- Room and board provided
- All meals included
- Opportunity to build a meaningful legacy in a new program

## **Training:**

3 weeks of paid administrative and staff training: June 14 - July 3, 2026

**To Apply:**

Submit resume and 3 professional references to: **Garrett Sieloff** [camptrotterdirector@vfwmi.vet](mailto:camptrotterdirector@vfwmi.vet)

Applications accepted on a rolling basis. Video interviews will be conducted. **Position will be removed once filled.**