

Oregon Country Fair

Culture Jam Program Director Job Description

Job Title:	Culture Jam Program Director	FLSA Classification:	Exempt
Reports To:	Executive Director	Travel Required:	No
Location:	Eugene, OR 97401	Position Type:	Part-Time
Level/Salary Range:	Contract		
HR Contact:	Executive Director	Date posted:	11-28-2022
Will Train Applicant(s):		Posting Expires:	12-19-2022
External posting URL:	www.oregoncountryfair.org		
Internal posting URL:	www.oregoncountryfair.net		
Scope of Job Description for GK:			
<p>The Culture Jam Program Director (PD) is a part-time, seasonal, contracted position that is responsible for the coordination and development of the annual Culture Jam teen summer camp. This position is directly supervised by the Executive Director.</p>		<p>OCF Employee Job Description Documents: The OCF employee positions and job descriptions represent a framework or matrix of roles and responsibilities within the complex and multifaceted culture of the organization. The ability to delegate to applicable employees and volunteers ensures that essential functions are fulfilled.</p>	

MISSION The Oregon Country Fair creates events and experiences that nourish the spirit, explore living artfully and authentically on Earth and transform culture in magical, joyous and healthy ways.

THE CULTURE JAM PROGRAM DIRECTOR (PD) POSITION The PD is appointed by, and serves at the will of, the Executive Director, who has the authority to modify the PD's job description or assign other duties as needed. The PD has primary responsibility for conducting the annual Culture Jam teen camp every July/August.

The PD is supervised and evaluated annually by the Executive Director.

ESSENTIAL DUTIES

This is a Part-time, seasonal, contracted position that runs January through September. Staying on-site at the annual Culture Jam Teen Camp is required.

- Responsible for generating and administering grants and developing fundraising strategies for Culture Jam
- In coordination with the Marketing Manager, create and implement promotional strategies including website content, utilizing social media, writing articles and producing print material
- Develop and manage the program budget, database, forms, applications, digital and paper filing system, feedback, youth registration process, contracts and insurance for Culture Jam
- Responsible for event management and design, event evaluation and development; staffing, staff training and diversity outreach
- Collaborates with the Executive Director and engages the services of the Culture Jam Camp Director (CD) in overseeing the Culture Jam event
- Selects a Camp Director annually
- Engages the Office Assistant in assisting with tasks related to Culture Jam Communications, youth registration and fundraising administration

- Works independently and is a visible representative of the OCF when networking or working in association with other organizations and professionals
- Develop mutually beneficial community partnerships
- Maintain an effective youth scholarship program. Determine and award appropriate scholarships
- Create and implement processes for staffing including two Lead Facilitators trained in the Power of Hope camp model, a professional Kitchen Team, a qualified RN, and volunteers to meet camp goals and objectives.
- Develop event programming and staff trainings with CD and Lead Facilitators.
- Oversee the development of Culture Jam Kitchen.
- Develop and implement plans for recruiting youth.

Onsite during Culture Jam

- Manage onsite office, youth check-in, greet parents, connect RN with youth with medical needs, manage checks and petty cash, make sure each youth is leaving site with parent/guardian **or** approved adult.
- Manage event in collaboration with the Camp Director
- Work in association with Camp Director and Lead Facilitators on day-to-day program content and development, problem-solving and risk management (including outstanding medical, behavioral or mandatory reporting as necessary)
- Engaging the support of OCF employees for site-related issues
- Communications with parents or guardians
- Supervision and support of volunteer staff, youth and contracted staff
- Managing operational issues, if as they arise.
- Organizing and implementing portions of set-up and break-down of the event

QUALIFICATIONS

- Experience in planning and coordinating events
- Ability to organize, plan, facilitate, direct and delegate
- Ability to recruit, manage, and positively motivate volunteers
- Ability to communicate tactfully and effectively with diverse individuals and groups including parents, youth and volunteers
- Ability to create community partnerships and collaborations
- Ability to develop and implement creative programming
- Ability to work independently and with discretion
- Ability to act as a positive representative of the organization
- Experience working effectively with others especially in stressful situations
- Ability to conduct interviews and make staffing decisions
- Ability to negotiate agreements
- Experience creating & implementing practical organizational systems
- Strong oral and written communication skills
- Knowledge of basic math and budgeting skills
- Ability to maintain paper and electronic systems
- Ability to produce quality written and graphic communications

- Ability to use word processing, database, spreadsheet applications and online forms.
- Knowledge of or familiarity with grant writing and other fundraising activities
- Demonstrate an educational, training, or experience level in an appropriate discipline adequate to fulfill the essential job requirements, especially event organizing. Prior Culture Jam participation preferred

OTHER REQUIREMENTS

- A valid Oregon driver's license within three months of employment
- A satisfactory criminal background check prior to employment
- Work from the OCF town office, as needed
- Required to live on-site during the Culture Jam event
- Availability and willingness to work evenings and weekends, as needed
- On-site working conditions require the ability to walk on uneven ground, climb, step over objects, and maneuver through loose or wet soil similar to that of a construction site. Must be able to lift and carry up to thirty (30) pounds and to walk, bend or stand for long periods during the Culture Jam event. The use of two-way radios and other communication equipment deemed suitable or necessary is also required

Oregon Country Fair is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, training, and apprenticeship. The Oregon Country Fair makes hiring decisions based solely on qualifications, merit, and business needs at the time.