

Position: Program Director

Desired Qualifications

- Previous camp staff experience
- Current CPR and first aid certifications
- Ability to creatively schedule programs, facilities, and staff
- Ability and experience in supervising staff and campers
- at least 21 years of age

Responsible to: Director of Summer Programs

1. General Responsibility

To train staff in their responsibilities

Specific Responsibilities

- a) Prior to camp, with the administrative team, review, update, and design the schedule for staff training.
- b) Coordinate all aspects of the training program to ensure quality and thoroughness.

2. General Responsibility

Responsible for the development and coordination of the daily camp schedule and activities as well as their immediate supervision not including the Advanced, Adventure/Survival, Graduate, Adult Camp and Family Camp

Specific Responsibilities

- a) Awaken campers and staff on time, know and communicate proper attire for the day and activity.
- b) Conduct regular inspection of campsites and grounds.
- c) Visit groups regularly during the day as a supervisory tool, but also to provide opportunity to get to know campers and staff.
- d) Be knowledgeable about special concerns of campers and staff (i.e. eating habits, problem situations).
- e) Monitor Board Sign-ups.
- f) Plan and execute or coordinate evening activity and campfires.
- g) Correct or reprimand other staff as soon as possible (in private), for actions that put health and safety of a camper or staff member at risk.
- h) Orient and supervise Crafts Director and Nature Director.
- i) Responsible for seeing that the maintenance and care of all equipment that is used for the program is carried out, including: backpacks, stoves, rafts, shovels, hatchets, rain tarps, ropes, archery & riflery equipment.

3. General Responsibility

Directly supervise the group counselors for the Core and Challenge programs, the Crafts Leader, the Nature Leader and the Maintenance/Relief Counselors in matters pertaining to Relief.

Specific Responsibilities

- a) Evaluate each staff member a minimum of one time per session using the Activity Leader Form. This includes discussing the responses completely with the evaluated staff member within a 24 hour period of observation. Activities to be observed include lifeguarding, overnights, archery, riflery, crafts, nature, ropes course, etc.
- b) Have staff members fill out weekly self-evaluation and meet with them to review, discuss and comment on their evaluation. Make written comments and add to staff member's file.

4. General Responsibility

To counsel staff and campers

Specific Responsibilities

- a) Be responsible for the welfare of each individual and do all possible to solve problems.
- b) Inform Director of Summer Programs of any camper or staff problems.
- c) Assist those campers and staff who may need help fitting into camp atmosphere.
- d) Monitor that staff get enough rest as well as time off.
- e) Promote staff spirit and morale
- f) Provide spiritual sharing opportunities for Central Staff.

5. General Responsibility

To participate in and support pre-Camp opening tasks, closing Camp tasks, and various off-season tasks.

Specific Responsibilities

- a) With the Director of Summer Programs, monitor camper numbers prior to Camp and call campers and camper families to encourage sign up.
- b) Participate in the opening and closing Work Weekends.
- c) Help to arrange and possibly participate in off season gatherings of staff.

Essential Functions:

- ability to communicate and train staff in safety regulations and emergency procedures
- see "All Positions" essential functions

Time Off

One period per day to be determined by the Director of Summer Programs and the Program Director. Off in the evening after camper evening activity until evening prayer.

Salary

\$497 per 8 day session