



*"That I may know Christ." (Phil. 3:10)*

## **Program Director Job Description**

**Reports to:** Director of Summer Programs

### **Qualifications:**

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and demonstrates Christian leadership and responsibility.
3. Must have a minimum of 2 summers of experience working in a camp setting.
4. Has graduated from high school.

### **All Camp Staff are responsible for:**

1. Providing campers with a safe, enriching and rewarding Christian camp experience.
2. Developing the spiritual life of campers through conducting themselves in a Christ like manor.
3. Striving to maintain unity in Christ with all staff members.

### **Pre-Camp:**

1. Attending and assisting in all orientation sessions.
2. Being spiritually prepared for camp.
3. Being physically fit for the heavy demands of camp.
4. Conducting high and low ropes course training for select staff members.
5. Prepare a pre-camp session about yourself and how the camp program will run this year.
6. Meeting with the Director of Summer Programs for a pre-camp check in.

### **In-camp:**

1. Must arrive at camp no later than **8:00am** and leaving no earlier than **4:15pm**.
2. Attending and contributing to weekly leadership meetings.
3. Planning and implementing all camp activities (morning and afternoon).
4. Scheduling and overseeing all ropes course programs for groups from on and off camp.
6. Overseeing the Extended Camp program (Ensuring there are planned activities and adequate staff coverage).
8. Assisting the Office Manager with field trip logistics and responsibilities.
9. Keeping all program activity and storage areas neat and organized.
10. Speaking occasionally in morning Bible sessions.
11. Handling crisis situations and camper discipline situations which may arise.
12. Making opportunities to get to know Sr. Counselors and Jr. Counselors and assisting them in any questions or problems which may arise.
13. Meeting with the Director of Summer Programs for mid-summer evaluation.

### **Post-camp:**

1. Returning any issued supplies to the camp office.
2. Reviewing pertinent areas of the end of summer Program Evaluations and drafting a document which highlights what the staff perceived as being done well and what was needs improvement.
3. Meeting with the Director of Summer Programs for an end of summer evaluation.

