

## **JOB DESCRIPTION DIRECTOR**

**PURPOSE:** Be the team leader who organizes and directs all aspects of the camp program of a specific session that fosters a Christian environment through a loving and positive attitude.

**RESPONSIBLE TO:** Program Coordinator

### **QUALIFICATIONS:**

1. Be a committed Christian with a dedication to Christ and His church
2. Be at least 21 years of age
3. Fulfill the responsibilities listed below
4. Have skills to work with diverse groups of people and communicate effectively
5. Have experience with church camp and as a small group leader
6. Understand, abide by, and implement the camp philosophy, goals and objectives
7. Understand the nature of the age group with whom you will be working
8. Be a mature, flexible, cooperative leader with a sense of humor and leadership style compatible with the outdoor setting and nature
9. Be able to work through personnel problems
10. Give a full commitment to the campers and the program

### **RESPONSIBILITIES:**

1. Participate in and help plan and conduct all pre-camp training sessions
  - a. Study and become familiar with camp curriculum prior to camp
  - b. Be prepared to counsel, discuss and guide your staff through the camp curriculum
  - c. Complete a staff orientation/training meeting prior to camp
  - d. Set a schedule for camp session and share with staff
  - e. Coordinate staff to fill all needed positions and cover all activities planned
  - f. Ensure all staff paperwork, background check, & child protection training is completed
2. Help Program Coordinator set up for the arrival of campers. Assign cabins to staff & campers.
3. Communicate a time for staff to arrive and be ready to greet the campers and their parents/guardians at the start of camp. Have staff set up bunks & prepare cabins before camper arrival.
4. Plan activities with Program Coordinator and/or Kitchen staff as needed (parent night, cookout, etc.)
5. Be alert to the relationships at your camping session – between counselors & CIT's working as a team and between counselor/CIT's and campers, ensuring no inappropriate relationships or unsafe situations are occurring. Mediate these as necessary. Take any issues as needed to Program Coordinator.
6. Complete an Evaluation and ensure that ALL staff & campers complete evaluations at the close of your camping session. Turn all in to Program Coordinator.
7. Ensure staff & campers understand the health and safety regulations of the camp and the camp's policies
8. Notify the Program Coordinator if you must leave campus, if the coordinator can not cover the camp in your absence, another responsible adult may be delegated as acting director
9. Submit request for supplies to Program Coordinator. Check supply inventory at camp before making purchases. If you make purchases, submit all receipts for reimbursement before end of camping session.
10. Immediately notify the Program Coordinator of any emergencies that arise on campus
11. Set the general tone and attitude of your camping session