

OUTPOST PROGRAM DIRECTOR

JOB DESCRIPTION

Responsible to: Outpost Director

General Responsibilities:

- Coordinate and supervise all areas of the trip.
- Ensure good ongoing communication between trip staff.
- Ensure that the program fulfills the Camp's objectives and philosophy.
- Create an enthusiasm for all areas of program involvement amongst campers and staff.
- Model a Christ-like spirit in relationships and in attitudes.
- Personally prepare yourself emotionally, mentally, physically, spiritually and socially.

Specific Responsibilities:

Pre-camp:

- Read the materials and complete all required projects received from the Camp.
- Become completely familiar with the Discovery materials.
- Become fully acquainted with facilities and outpost emergency procedures.
- Assist in preparation of camp sites, routes, and reconnaissance trips.
- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

Camp Training

- Participate as a team player, showing respect and care to other members.
- Work with the Outpost Director to develop good relationships between staff members.
- Get to know the other trip leaders, and how your areas of responsibility work together.

Trip Preparation

- Ensure that all participants are familiar with staff positions.
- Ensure adequacy of equipment, packs, and clothing; and remove excess weight from packs.
- Ensure camper skills are sufficient or take time for instruction and practice.
- Assist the Outpost Director in other responsibilities as requested.

During Trip

- Prepare, coordinate, implement and facilitate the weekly schedule.
- Supervise and assist in all aspects of the camp.
- Ensure that campers receive proper customer care. They are your primary responsibility.
- Ensure program functions safely, following risk management policy.
- Encourage and support other staff and work closely with the Outpost Director to deal with problems swiftly and to develop potential of staff and program.
- Keep good, open communication with campers and staff. Deal with conflicts appropriately.

After Trip

- Ensure completion of evaluations and trip reports; and submit all trip documents to the office.
- Where possible be involved in camper follow-up.