

PROGRAM DIRECTOR

JOB DESCRIPTION

Responsible to: Camp Director

General Responsibilities:

- Co-ordinate and supervise all areas of the camp program.
- Ensure good ongoing communication between program and other areas of camp.
- Consult daily with other Program and Camp Directors.
- Function as a member of the Leadership Team through prayer, and serving other 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, and theme of the Camp.
- Complete the requirements of Leadership Team Training, with a servant attitude.
- Prepare designated sessions for Staff Training.
- Become fully acquainted with facilities, grounds and emergency procedures.
- Assist in preparation of camp facilities and grounds.
- 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

- Assist with and take part in Leadership Training Camp, getting to know the staff.
- Participate as a team player, showing respect and care to other members.
- Work with the Leadership Team to develop good relationships between staff members.

During Camp

- Prepare, coordinate, implement and facilitate the primary weekly schedule.
- Supervise skills, assisting as necessary, and ensuring they run smoothly.
- Ensure the program functions safely, following risk management policy.
- Ensure that campers receive proper customer care. They are your primary responsibility.
- Work with the Camp Director to organize time off for program staff.
- Assist Camp Director in leading staff meetings and prayer times.
- Encourage and support program staff and work closely with the Director to deal with problems swiftly and develop potential of staff and program.

After Each Camp

- Be available to say good-bye to the campers and speak with parents as necessary.
- Assist the Camp Director with debriefing of each camp.
- Ensure that program staff rest properly between camps so that we are prepared to serve.

After Summer

- Provide a written report of the entire summer program, noting shortages in equipment, and suggestions for improvements in activities, skills, staffing, training, etc.