

The Day Camp at Plum Creek

Job Description: Summer Day Camp Director

Position Summary/Purpose

The primary purpose of the Summer Day Camp Director is to manage the summer camp operations, implementing goals and objectives of the organization. Major areas of responsibilities include: supervision and administration of overall camp program; and training, mentoring, and supervision of camp staff.

Supervision

The Summer Day Camp Director is accountable to the Board of Directors of the Day Camp at Plum Creek through the Board's president.

Working Environment

The Summer Day Camp Director shall possess at least a Bachelor's Degree and present current Pennsylvania Criminal Background Check, Child Abuse Clearance, and Federal (FBI Fingerprint) Criminal History Report clearances.

Being experienced in leading Christian ministry and camp management is essential. Experience in supervision, program development, and customer service relationships are very important.

Must be mature, highly motivated, detail oriented, able to interact with individuals and groups of all ages, and meet specific deadlines as determined by the Day Camp's Board of Directors.

The Summer Day Camp Director will work both on and off site. The Summer Day Camp Director shall work closely with the President of the Board of Directors and the other Directors to ensure the smooth operation of summer camp.

Principal Accountabilities:

A. Administration of Overall Camp Program

1. Insure that campers and counselors understand and follow rules and procedures at all times.
2. Help to maintain detailed & current records regarding the various aspects of camp preparation and operation, i.e. registration forms, mailing lists, medical release forms, staff endorsement of Day Camp Manual, etc.
3. Plan the training of staff, under the previously determined specifications of the Board, and facilitate/delegate the leadership of the training.
4. Supervise the Day Camp's counselors, counselors-in-training, and support staff.
5. Manage issues of discipline, among campers & staff.
6. Supervise the staff in the areas of procedures and as necessary, parental communications.
7. Plan daily prayers and Bible studies with counselors.
8. Maintain staff attendance & payroll records and any special requests on staff scheduling in conjunction with the Day Camp's Business Administrator.

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B. Summer Staff Training and Communication

1. Plan and facilitate summer training as determined by the Board, including mentoring in spiritual development, prayer and Bible study leadership, worship leadership, camp music and skits; Day Camp Manual training, safety training on ropes course

C. Emphasize and model importance of a positive and servanthood-focused attitude regarding all responsibilities.

1. Be a tone-setter and motivator for staff.
2. Monitor staff morale and address concerns when necessary.
3. Work alongside staff people when possible to model servant-leadership.

D. Summer Day Camp Director will coordinate brief daily morning and afternoon staff meetings during the Day Camp

1. Brief time of morning devotions – song, passage, prayer (any of these).
2. Business and scheduling details.
3. Work with the team members to coordinate the content and leadership of the above sessions.
4. Supervise counselor identified problems with campers.
5. Brief end-of-day devotions, with the available counselors, summarizing the events of the day and ending with prayer. “How did your day go?”

E. Staff Discipline

1. Work to prevent discipline & attitude problems by coordinating schedules/activities efficiently, while maintaining a positive overall supervision style.
2. Address discipline and attitude problems as they arise.
3. Communicate clearly with President of Board of Directors regarding personnel issues.
4. Document any case of breach of contract or serious attitude problems.

F. Responsibilities:

1. Supervise documentation on each element and piece of equipment.
2. Make recommendations to board and staff for expansion and major maintenance of course.
3. Work with the President of the Board of Directors on ongoing ropes maintenance program.
4. Clearly communicate with President of the Board and other directors
5. Communicate staff problems to President of Board of directors as necessary

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