

## Job Description: **CAMP DIRECTOR**

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### OVERVIEW

The Camp Director position is crucial for the planning and promoting of our day camp prior to its commencement in July. As a result, the Camp Director will need to be available from mid March and work at his or her own pace , so long as the outlined responsibilities are fulfilled.

The Camp Director is expected to (1) oversee all the work that needs to be done in preparation for the day camp, (2) look after the day to day activities of the camp during its operation, and (3) provide a final report to the planning committee at the end of this endeavour. The planning committee will assist and work closely with the Camp Director to ensure the successful completion of these tasks.

An HONARARIUM of \$4000 will be offered for this position.

### RESPONSIBILITIES OF CAMP DIRECTOR

#### Before start of day camp:

- Promotion of day camp
- Assist in recruitment and training of other staff members
- Chair monthly meetings with the planning committee
- Develop a 6-week programme for the day camp (including bible stories, crafts, field trips and other activities)
- Oversee registration of campers

#### During day camp:

- Delegate responsibilities to rest of day camp staff
- Ensure daily program runs smoothly and oversee implementation of curriculum
- Keep track of ongoing registration
- Coordinate morning devotionals and debrief sessions with other staff members
- Provide planning committee with weekly feedback about day camp activities
- Act as a parent liaison, answering and resolving any inquiries they may have
- Ensure safety of both campers and day camp staff
- Enforce both day camp and church rules
- Ensure maintenance of church property and day camp supplies
- Be intentional about developing a cohesive staff that reflects what a God-centred community is like

#### After day camp:

- Provide planning committee with final evaluation to help improve our day camp for following year
- Ensure that day camp supplies are put away and that church property is restored to original form

### QUALIFICATIONS

#### Mandatory requirements:

- must be a Christian
- must be at least 20 years old
- related experience in working with children, both in and out of the church setting
- good leadership, organizational and communication skills
- relates well to people of all ages
- knowledge of Microsoft Word and Excel
- must have no criminal record as validated by a successful police check

#### Recommended requirements:

- previous day camp experience
- access to a vehicle
- CPR and First Aid

