

## *Camp Pagweak Assistant Director/Director of Promotions*

*Reports to: Camp Director and Camp Council*

### *Qualifications:*

- *Be a living witness for Jesus Christ at all times*
- *View the Camp as an opportunity to serve the Lord, Camp Staff and Campers with their God given talents.*
- *Leadership in Camping Ministry preferred*
- *Have the ability to work well with staff, campers, parents and supporting churches and local agencies and schools.*
- *Must possess organizational, management, motivational skills and as well must possess the skill to communicate the direction they require Staff and Campers to take.*
- *Must possess a Standard First Aid Certificate*
- *Be able to work closely with both the Camp Director and Program Director*
- *Be able to travel to the five counties that our Camp serves.*

### *Position Profile:*

- *The ADDP will travel and promote the Camp during the first eight weeks leading up to Camp. They will prepare a presentation that will be appropriate to share with our Churches as well as agencies that work with children.*
- *They will assist the Camp Secretary with any projects that they will need assistance with.*
- *They will try and ensure funding by promoting the Camp with things like sponsorships of Campers and as well any other charitable donations they can acquire.*
- *They will work at Camp under the direction of the Camp Director and serve as Leader of the Camp in their absence.*

### *Duties and Responsibilities:*

- *To work with local churches to ensure that children in their respective communities*

*have an opportunity to experience the wonder of Camp. This will take ground work in the two months leading up to the Camping Season.*

- *To be willing to work Sundays promoting the Camp in our Association Churches in cooperation with the Program Director. Travel will be necessary.*
- *To be available to be present during Camp Rentals as requested by the Camp Director.*
- *To work in coordination with the Program Director in School Rentals that will come during May and June.*
- *To be familiar with the policy of the Camp purposes, objectives and procedures related to the overall running of the Camp as established by the Camp Council.*
- *To help develop Staff and Campers in their spiritual growth*
- *To be the leader of the Camp in the absence of the Camp Director.*

***Working with the Camp Director and Program Director:***

- *Will meet with both parties to establish and coordinate plans for ministry*
- *Help with the implementation and preparation of staff training*
- *Will develop a weekly volunteer schedule and submit it to the Program Director as soon as possible so they can schedule breaks and where volunteers can be used and at what times for daily activities.*

***During Camp:***

- *Will schedule all volunteer staff and oversee their work for each week of Camp. This will include but will not be limited to ensuring all paperwork by volunteers is completed as well as the jobs in which they have been assigned. Ongoing training in these areas will likely be necessary. The list of jobs and timing will need to be submitted to the Program Director prior to the beginning of that Camp so that they will be able to schedule the proper breaks and activity availability.*
- *To post a weekly volunteer schedule.*
- *At registration receive all medications from Campers with the proper paperwork and make sure during the week that these medications are taken as required. As well to ensure return of the medications to the Campers families at the conclusion of the Camping week. To keep an inventory of medical supplies and to make sure that the supplies are replaced as needed.*

- *They will also be the Camp Photographer. This will mean taking pictures of only those who have released their names to be allowed to. These pictures are to be posted weekly on our website by the ADDP as well as a Camp ending video each week.*
- *The ADDP will make sure daily paperwork is completed and will submit it to the Camp Director at the end of the week for their approval. The ADDP will report any safety concerns to both the Camp Director and Program Director that will need to be repaired.*
- *To communicate any health concerns about campers to the Program Director so that they can modify their programming if necessary.*
- *To assist the Camp Director in any aspect of their job that is necessary. This will mean taking the leadership responsibility in their absence.*
- *To look after the Lost and Found to make sure that Campers get their clothing taken home at the end of the week. This should be done daily.*
- *To coordinate with the Spiritual Director before their arrival as to any needs that they might require.*
- *To work with the Camp Director in doing employee evaluations at the end of the camping season.*

*After Camp:*

- *Compile any suggestions that will be helpful for the next camping season.*
- *Submit to Camp Council any recommendations*
- *To make sure that the Camp ending cleaning is complete.*
- *To make sure all documentation is completed for accreditation in coordination with the Camp Director.*