

POSITION: CAMP MISSIONARY/DIRECTOR

Reports To: Camp Pagweak Council

QUALIFICATIONS

- Be a living witness for Jesus Christ at all times and should be actively involved as a member of a United Baptist Church.
- View the camp as an opportunity to serve the Lord, camp staff, and campers with the talents and gifts that God has given.
- Be 22 years of age or older.
- Have leadership experience in camping ministry.
- Possess proven leadership, organizational, management and motivational skills.
- Have the ability to work well with staff, campers, parents and supporting churches.
- Must be levelheaded, able to take constructive criticism and show good decision making skills for all areas of camp life.

POSITION PROFILE

Under The delegated authority of Camp Pagweak Council;

- The Camp Missionary will be responsible for the implementation of an effective camping program for the assigned camping period within the guidelines established by the Camp Council. This will include preparations for the camping period and for ensuring the implementation of a smoothly run program. He/she will maintain suitable records, and provide evaluations of staff as well as program issues and needs.
- The Camp Missionary will oversee all aspects of the camping ministry as well as the facility. He/she will ensure the staff and program are structured in such a way as to encourage growth of positive, loving, caring relationships, both with Jesus Christ and with one another.
- The Camp Missionary will ensure Camp Pagweak is promoted to the churches of the Cumberland and Colchester-Pictou Associations throughout the year.
- The Camp Missionary will have the authority to delegate portions of the General Guidelines as to duties and Responsibilities attached to this Job Description but retains the responsibility for the task being properly performed.
- There will be an annual assessment and review with the Camp Missionary and the Officers of Camp Pagweak Council.

GENERAL GUIDELINES AS TO DUTIES AND RESPONSIBILITIES

STAFF SELECTION AND STAFF TRAINING

- Develop a list of potential staff for review with the responsible committee.
- Participate in the interviewing and selection of all staff.
- Prepare and implement staff training and staff orientation.

- Inform all staff of the dates they are required, terms of employment and their responsibilities each week.
- Ensure that staff has completed all necessary forms including the Child Abuse Prevention Policy.
- Be a resource to all staff and provide pastoral support as necessary.

CAMP PREPARATION

- Oversee the planning of the overall camp program.
- Consult with the Spiritual Director, Program Director, Lifeguard, Nurse, Cook and Craft Leader regarding plans and supplies needed.
- Purchase necessary supplies using the purchase order system.
- Prepare registration procedures and supplies.
- Arrange with the Department of Health to take water samples and do necessary inspections.
- Set-up necessary accounts for purchasing supplies (i.e., Farmers, Hostess, Co-op, etc.) Ensure we are using the purchase order system
- Meet with cook and review menu and special dietary concerns

DURING CAMP

- Manage and oversee all aspects of the weekly camping programs
- Ensure that an adult is present and in charge of the site at all times.
- Maintain an accurate and detailed Camp Log of events and actions that have required special attention, i.e., trips to the hospital, visitors to camp, discipline issues, staff issues, etc.
- Complete Incident Reports for any major injury, breach of rules, or any other significant incident.
- Maintain a log of trips and mileage for camp business.
- Ensure that all visitors to camp check in with the Camp Missionary or designate, record their name, time of visit and purpose of their visit in the Camp Log.
- Coordinate the registration process at each camp and properly account for all forms and money.
- Manage the tuck shop including record keeping and purchasing supplies.
- Oversee the weekly closing activities including the collection and distribution of lost and found items, inspection of camp and cabin cleanup, departure of staff and distribution of applicable payroll.

RESPONSIBILITIES TO STAFF

- Communicate the general purposes and objectives of the Camp to all staff.
- Be a team builder, responsible for maintaining and assuring good relations among the staff and between staff and campers.
- Conduct daily staff meetings where leaders come together to share, to become up-to-date on the day's plans, to grow together in Christ, and to pray for their campers and themselves.
- Oversee all discipline issues and ensure that the appropriate responses occur.
- Ensure all other staff maintains appropriate logs and records.

- Complete ongoing and end of season staff evaluations for all staff.
- Ensure that the schedule of each staff member includes appropriate rest and spiritual refreshment time.
- Equip and encourage all staff to be positive representatives of the Camp in the coming year.

RESPONSIBILITIES TO CAMPERS

- Assign campers to cabins.
- Ensure that all campers are oriented to Camp including plans, responsibilities, rules, etc.
- Make sure that all campers are aware of all safety procedures including those related to a fire, a lost camper, serious injury and any other issue which may arise.
- Contact parents when necessary.
- Address any out of the ordinary discipline issues and keep a log of those interventions.

AFTER CAMP

- Oversee the cleanup of the camp facilities.
- Return to the Camp Council the Camp Log Book, Incident Reports, and Spiritual Decisions Book.
- Provide inventory lists of medical supplies, craft supplies, and sports equipment.
- Complete all staff evaluations,
- Make recommendations to Camp Council regarding program, facilities and staff.
- Send a letter to each of the affiliated churches reports on the seasons camping ministry and expressing thanks for their support that made it possible.
- Report to the churches regarding follow-up of campers that made decisions.

PROMOTION & RECRUITMENT

- Organize teams of volunteers to visit Churches to promote the camp and recruit leaders.
- Develop and use promotional materials and advertising
- Promote camp in local churches and in the community
- Place brochures in School, libraries, etc.
- Provide weekly highlight reports to the member churches of the owner Associations during the weeks of Camp.

REGISTRATION FUNCTIONS

- Receive applications and monies and organize them in such a way as to set up each camp and all the activities it involves.
- Must provide a copy of the information to the designate from Camp Pagweak Council.
- Hire & interview (along with a committee) prospective staff for each camping season.
- Must give all monies to Treasurer

- On registration day, must be willing to assist with registration for all campers and do appropriate book work or to provide a suitable substitute to perform this task
- At the end of the camping season, must prepare a statistical report for fall meeting of the two named United Baptist Associations.

LEASING OR RENTAL OF CAMP PAGWEAK FACILITIES

- Receives and coordinates with Camp Pagweak Council for any camp bookings that may be requested.

Fills out lease agreements, as authorized by the Camp Pagweak Council, with groups and organizations and forwards to Camp Council for their approval. Also any Check in or out paperwork for Camp