

## *Camp Pagweak Program Director*

*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 to Lord, camp staff and campers with their God given talents*
- *Leadership in Camping Ministry preferred*
- *Must possess organizational, management, motivational skills and as well must possess the skill to communicate the direction they require the staff to take.*
- *Have the ability to work well with staff, campers, parents and supporting churches and agencies*
- *Be able to work closely with the Camp Director*
- *Responsible for the planning of the daily activities and schedules*
- *Must possess a Standard First Aid certificate.*

### *Position Profile:*

- *The Program Director will plan and implement an effective and well-rounded camping experience with programs that are age appropriate with games and activities to cover the full day. They will use the talents of the staff by not only utilizing them but also play a key role in helping and encouraging them in developing them. The Program Director will develop daily schedules that will include time for the Spiritual development of both Campers and Staff. All programing should be developed so that spiritual development and encouragement are available for both Campers and Staff.*
- *The Program Director will ensure the programs are structured in such a way to encourage challenge and growth in a positive, loving, caring building of relationships with both Jesus Christ and with one another.*

### *Duties and Responsibilities*

- *To work out a working schedule with the Camp Director for the two months before*

*Campers arrive for the Summer Camps.*

- *To be available in the months of May and June to work in cooperation with the Assistant Director/Director of Promotion to travel as necessary visiting Churches as well as agencies in all five Counties to promote the Camp.*
- *To be available to be present during Camp Rentals as requested by the Camp Director.*
- *To have day activities planned for school groups that will come to the Camp and organize staffing for those days.*
- *To make sure they are familiar with all the resources that are available for activities and request any added resources they feel would enhance the programs from the Camp Director.*
- *Develop and implement a daily schedule in advance for the activities of the weekly camps seeking to foster the physical, spiritual, emotional and social well-being of Campers and Staff. Have plans for Campers that will need extra attention as well as plans for when the weather makes it difficult to use the outdoor resources.*
- *Become familiar with the purposes, objectives, policies and procedures related to Camp Programing as established by the Camp Council.*
- *Schedules are to be posted daily for the staff.*

*Working with the Camp Director and Assistant Director/Director of Promotions:*

- *Will meet with both parties to establish and coordinate plans for ministry.*
- *Help in the preparation and implementation of staff training*
- *Will take the leadership position at the Camp in the Summer in the absence of either the Camp Director or Assistant Director/Director of Promotions*

*During Camp:*

- *Prepare daily schedules with specifics for each day and communicate these at the daily Staff meetings*
- *Make sure that Staff and Campers are aware of the daily scheduled events.*
- *Have a rainy day plan to implement at any time.*
- *Plan daily events around the meal time*

- *Make sure that the program is working for the Campers in making sure they are feeling encouraged and engaged and that these program allow for interaction that will allow Jesus Christ to be demonstrated to them.*
- *In cooperation with the Assistant Director/Director of Promotions to know when volunteers will be available for scheduling at various activities.*
- *Make sure that Staff and Campers are aware of the safety concerns for that particular activity and what safety regulations are in place for that activity.*
- *To schedule breaks for all staff including volunteers*
- *Be aware of any health issues of Campers that might affect their involvement in the program and any pre-existing conditions that might re-occur at Camp. This is to be communicated with the Assistant Director/Director of Promotions prior to that Camp beginning.*
- *Keep the Camp Director informed of any changes to the schedule or of any concerns that the Program Director may have.*
- *Maintain regular communication with the Spiritual Director for that week to ensure their needs will be met.*
- *To order all Staff and Volunteer clothing.*
- *To maintain records and evaluate all aspects of the weekly program.*
- *Prepare and post daily schedules.*
- *To look after the Tuck room with orders and scheduling as well as keeping daily records of both items bought and Mission Soakers. A weekly bill list is to be posted which will be collected by the Camp Director.*

*After Camp:*

- *Compile any suggestions that will be helpful for the next camping season*
- *Submit to Camp Council any recommendations.*
- *Make sure that all Camp equipment, supplies and resources are properly stored for the next camping season or Fall rentals.*