

## **Strong Rock Camp and Retreat Job Description – Summer Program Director**

### **Desired Qualifications:**

- Previous camp staff experience
- Desire and ability to work with children in a camp setting
- Strong Christian role model
- Ability to relate to one's peer group
- Ability to provide supervision and guidance to other staff members
- Good time management skills and strong work ethic
- Enthusiasm, sense of humor, patience, self-control
- FLEXIBILITY

### **Responsible to:**

- Camp Directors

### **General Responsibility**

To assist directors with staff training, primarily in the area of program content and implementation

#### **Specific Duties / Responsibilities:**

- During staff training, teach portions of training content as determined by the directors
- Prepare in advance the content pertinent to the subjects you will be training
- Assist in governing activity content as preparations are made and curriculum is created
- Assist in training staff for evening programs and special events

### **General Responsibility**

- To provide supervisory assistance to counselors in their skill duties, managing the staff as they perform their skill duties, and developing skill classes that will enhance the camper experience

#### **Specific Duties / Responsibilities:**

- Manage skill classes by visiting classes daily, staying in touch with current issues or problems, as well as developing trust and encouragement through relationships
- Manage the quality of skill instruction by performing regular evaluations and assisting with timely resolution of issues that develop. You are the first level of contact for such problems and responsible for correcting or reprimanding
- Keep directors informed of such situations and actions taken
- Assist in teaching various skill areas as assigned
- Facilitate periodic staff meetings perhaps in cabin areas during rest hour for short pep talks, or schedule issues/changes
- Help ensure morale of staff by monitoring that staff get enough rest, time off, and personal time

**General Responsibility**

- To develop relationships with campers that promote the individuality and responsibility of each camper

**Specific Duties / Responsibilities:**

- Assist in making the camp atmosphere comfortable for both campers and staff
- Be concerned and attentive to the health, safety and general welfare of the campers and counselors
- Recognize and respond to teachable moments
- Encourage and model respect for others, and for personal property, camp equipment and facilities
- To promote healthy relationships among campers and counselors and ensure that no child is being left out
- Conduct regular counselor encouragement activities or acts
- Helping create the spiritual atmosphere appropriate for camp and implementing its elements (i.e. church on Sundays, evening worship sets, devotion content, etc)

**General Responsibility**

- To provide assistance to the directors in creating, planning, and implementing the content of the summer program

**Specific Duties / Responsibilities:**

- Assist with the content of meal time assemblies and dining hall preparations
- Plan, organize, and facilitate all camp-wide activities with the help of other program staff
- Assist with the Outpost where necessary
- Line up the campers to help each day with the Outpost
- Run tribal selection
- Evaluate the skill of instructors, conducting a formal evaluation halfway through the summer

**Essential Functions:**

- Ability to communicate and work with groups and provide necessary instruction to campers and staff
- Ability to enforce appropriate safety regulations and carry out emergency procedures
- Ability to visually and audibly identify and respond to any environmental hazards
- Ability to visually and audibly identify and respond to potentially emotional hazards for campers and staff
- Ability to observe camper and counselor behavior, assess its appropriateness, ensure corrections are made, and provide appropriate behavior management techniques.
- Possess strength and energy to maintain constant supervision over camper and counselor groups
- Ability to encourage and motivate others to perform at their best