

Edinboro Youth Camps

Job Description

Weekly Program Director

Objectives:

- To Glorify the Lord Jesus Christ
- To impact lives for the Kingdom
- To set aside selfish interests for the best interest of the camp

Supervision:

- See chain of command (*Posted at Camp*)

Qualifications:

- Have received Jesus Christ as Savior
- Have a desire to grow spiritually and to see others grow in their relationship with Jesus Christ
- Have a servant's heart
- Have the ability to demonstrate and execute Christian leadership and responsibility
- Must be at least 21 years of age
- Must be in agreement with the beliefs of the C&MA, the Directors job description and be willing to abide by the rules of the camp

General Responsibilities:

- Shall be responsible for and exercise authority concerning the safety of everyone at camp
- Shall be responsible for the spiritual, social, mental and emotional well-being of every person at camp
- Shall have option to take problems to the Camp Director (except for issues that fall under Matthew 18)
- Shall endeavor to constantly maintain a positive Christ-like attitude under all circumstances
- Shall oversee all camp operations of the week to ensure a positive camping experience for everyone

Specific Responsibilities:

A. *Pre-camp*

- Must design a schedule based on the needs and abilities of campers for the week, pre scheduling all on and off-camp activities
- Must be in contact with your staff (Speaker, Missionary, Worship Leader, Assistant and Athletic Directors) as to the week's schedule and what you are expecting of them
- Must attend a segment of the Counselor's orientation to meet the counselors and discuss your plans and expectations for your week of camp
- Must notify the cook of any off-camp meals
- Must notify the Bus Coordinator of scheduled off-camp activities
- Must be prepared spiritually (a contrite heart) and physically for the heavy demands of camp
- Pray for the camp

B. *In-camp*

- Shall execute the planned schedule for the week
- Shall be involved with any camper issues that are beyond counselor's capabilities (i.e. serious injuries, incidents of abuse, calling of parents for injuries, homesickness etc.)
- Shall be available and prepared to counsel staff as well as campers
- Shall prepare and lead a counselor meeting and devotion time daily (plan into schedule)
- Shall make certain all jobs are being carried out by other staff members (i.e. Assistant Director has workers doing their job, Athletic Director is prepared and on time to start assigned activity)
- Shall attempt to be cognizant of all "goings on" during the entire camp
- Shall keep an accurate count of all persons on and off camp at all times, this includes off-camp trips

C. *Post-camp*

- Shall be responsible to see that the staff has proficiently cleaned up, closed up and set up for the next camp
- Shall collect from staff and complete all camp evaluation and report forms (to be turned into the camp coordinator within one week after your camp)
- Shall approve all staff member's dismissal on Sat. and require each to sign the "sign-out" sheet upon departure
- Shall remain at camp until all required persons have left the grounds