

Edinboro Youth Camps

Job Description

Assistant 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 the ability to demonstrate and execute Christian leadership and responsibility
- Must be at least 21 years of age and have a servant's heart
- Must be in agreement with the beliefs of the C&MA, the Assistant Directors job description and be willing to abide by the rules of the camp

General Responsibilities:

- Shall be responsible for and exercise discretion concerning the safety of those under your authority.
- Shall be responsible for the spiritual, social, mental and emotional well-being of the worker staff
- Shall take all problems to the Director *or Camp Coordinator when available* (except for issues that fall under Matt. 18)
- Shall endeavor to constantly maintain a positive Christ-like attitude under all circumstances

Specific Responsibilities:

A. *Camp Worker Oversight:*

- Shall assign the workers for camper registration according to what is needed by the registrar
- Shall see to it that registration tables are taken down at end of registration on Sunday are set back up at the end of camp on Saturday for the next camper registration
- Shall oversee camp "workers" during; meal preparation, cleaning of dining room, camp store operation, cleaning of the restroom and chapel areas, setup for campfires and other camper activities and any other duties assigned by the Director or Camp Coordinator (this includes their cooperation and attitude with those in authority)
- Shall prepare a devotional for the workers to be shared at a specified time each day (PM seems to work well)
- Shall serve as a mentor to the youth who are working, (1st job?) giving specific guidelines as to what is expected
- Shall conduct a daily inspection of workers' rooms to be sure they are clean and neat
- Shall observe the behavior of the workers to be sure that they exhibit Christ-like attitudes in the way they treat each other whether it is boyfriend/girl-friend relationships (these must be discreet with no **P**ublic **D**isplay of **A**ffection such as kissing, arms around each other, etc.) or friendships
- Shall encourage appropriate attire with workers (short shorts aren't permitted; bathing suits must be modest; appearance for meals and services should be clean and neat) Shall see to it that workers are in appropriate services
- Shall eat meals with the workers to see that they are on time and to build rapport with them
- Shall be certain ALL final clean-up work is completed the last day of camp by ALL workers before sending them to the Director for their emancipation

B. *Security:*

- Shall assist the Security Guard in securing the campgrounds at night (Workers & Campers to appropriate lodging in observation of curfew)
- Shall be on call should it be necessary to assist in dealing with worker curfew violators

C. *Assistant to Director:*

- Shall assist the Program Director whenever needed. This may include ringing the bell, giving announcements, mail call, camper dormitory inspections, mentoring a counselor, reports, etc. (The Assistant can be invaluable at these times)