

# *The Day Camp At Plum Creek*

## **Job Description: Summer Day Camp Director**

### **Position Summary/Purpose**

The primary purpose of the Day Camp Director is to manage the summer camp operations, implementing goals and objectives of the organization. Major areas of responsibilities include supervision and administration of overall camp program, training, mentoring, and supervision of camp staff.

### **Supervision**

The Day Camp Director is accountable to the Board of Directors of the Day Camp at Plum Creek through the Board's president.

### **Working Environment**

The Day Camp Director shall possess a Bachelor's Degree and annually present Act 33 and Act 34 Clearances. Experience in leading Christian ministry and camp management is essential. Experience in supervision, program development, and customer service relationships are important. Must be mature, highly motivated, detail oriented, able to interact with individuals and groups of all ages, and meet specific deadlines as determined by the Day Camp's Board of Directors.

The Day Camp Director will work both on and off site. The Day Camp Director shall have an office in Plum Creek Presbyterian Church and shall work closely with the president of the Board of Directors and the Board of Directors to ensure the smooth operation of summer camp.

### **Principal Accountabilities:**

#### *A. Administration of Overall Camp Program*

1. Insure that campers and counselors understand and follow rules and procedures at all times.
2. Maintain detailed and current records regarding the various aspects of camp preparation and operation, i.e. registration forms, mailing lists, medical release forms, staff endorsement of Day Camp Manual, etc.
3. Plan the training of staff, under the specifications determined by the Board, and facilitate/delegate the leadership of the training's various seminars and workshops.
4. Supervise the Day Camp's counselors, counselors-in-training, and Adventure Team.
5. Manage issues of discipline, among campers and staff.
6. Work closely with the staff in the areas of procedures, parental communications, and purchasing supplies within budget constraints.
7. Plan daily prayers and Bible studies with counselors.

#### *B. Summer Staff Training and Communication*

1. Plan and facilitate summer training as determined by the Board, including mentoring in spiritual development, prayer and Bible study leadership, worship leadership, i.e. learning camp music and skits; Day Camp Manual training, safety training in adventure course.

*[Continued]*

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## *C. Emphasize and model importance of a positive and servanthood-focused attitude regarding all responsibilities.*

1. Be a tone-setter and motivator for staff.
2. Monitor staff morale and address concerns when necessary.
3. Work alongside staff people when possible to model servant-leadership.

## *D. Plan and coordinate daily morning and afternoon staff meetings during the Day Camp*

1. Short time of corporate devotion – song, passage, prayer (any or all of these).
2. Business and scheduling details.
3. Discipleship/teaching time—work with the team members to coordinate the content and leadership of these sessions.
4. Review supervisory issues and identified camper needs with staff.

## *E. Staff Discipline*

1. Work to prevent discipline and attitude problems by coordinating schedules and activities efficiently, maintaining a positive overall supervision style.
2. Identify and address discipline and attitude problems as they arise.
3. Communicate clearly with President of Board of Directors regarding personnel issues.
4. Document any case of breach of contract or serious attitude problems.

## *F. Adventure Elements Equipment Maintenance*

1. Maintain documentation on each element and piece of equipment.
2. Make yearly recommendations to board and staff for expansion and major maintenance of course.
3. Work with the President of the Board of Directors on ongoing ropes maintenance program.

*[End]*