Assistant Program Director
Job Description
Glorify God by providing an environment of Christian growth.

Job Title: **Assistant Program Director**
Classification: ***Seasonal - Exempt***
Reports to: **Program Director/Executive Director**

Position Purpose:
To further the mission of the camp through the planning and delivery of program activities, events, and outstanding guest service to campers, staff, and volunteers. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the program or executive director.

Essential Job Functions:

1. Deliver a fun program to campers.
   - Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
   - Evaluate program delivery abilities of staff.
   - Deliver progressive program activities.
   - Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
   - Coordinate and teach morning jam and campfire activities with other staff.
   - Ensure paintball is set up each day and work with other staff to execute.

2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
   - Assist in the implementation of staff training.
   - Provide guidelines for programs utilizing camp equipment.
   - Ensure campers and staff follow safety procedures in all program areas.

3. Assist in the management and care of the physical facilities and equipment in all program areas.
   - Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
   - Ensure that program areas are kept free of hazards and debris.

4. Supervise and evaluate staff, particularly the counselors.
   - Regularly monitor the work.
   - Provide feedback and guidance to counselors and other staff as necessary.
   - Provide breaks throughout the day if necessary.
   - Provide recommendations and concerns to the program and executive director as necessary.

5. Develop and implement schedules for morning jam and campfire activities.
   - Create a schedule for an inclusive environment for both summer staff and volunteers (I.E. One Staff). Develop and supervise staff schedules for programs and activities.
   - Teach and provide lessons for Archery and Low Elements as necessary.

6. Manage the daily operations of the camp canteen.
   - Operate camp store including purchasing and inventory control.
   - Supervise and work with staff assigned to assist in the store.
   - Manage overall finances of the camp store and inform camp/executive director of income and expense status.

9. Assist in the management and record keeping of camper and staff information.
   - Assist program director in the collecting and filing of human resource forms from camp staff.
   - Record, file, summarize, and prepare reports related to camper registrations.

Other Job Duties:

- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp leadership team to deliver and supervise evening programs, special events, paintball, and other all-camp activities and camp functions.
- Provide ongoing program ideas to counseling and activity area staff.

Relationships:

Camp Directors often have direct relationships with the counseling staff and may supervise counselors who also have program activity responsibility. Camp Directors may in some cases act as the Executive Director and be placed in charge when the Director is absent. Your relationship with all camp staff is critical for the effective operations of the camp. Your relationship with families, board members, volunteers, and donors are critical to the long-term success of the camp.

Equipment Used:

Some of the equipment you will be using at camp is lawn equipment, tractors, hay wagons, computers, printers, copiers, telephones, log splitters, chainsaws, weed whips, hedge trimmers, and other tools to maintain the grounds or facilities at camp.

Qualifications:

- Desire to serve God in an outdoor environment.
- Experience in administrative roles.
- Experience in the development and delivery of programs and activities for similar populations.

Knowledge, Skills, and Abilities:

- Training and experience in teaching biblical programs to adults and children.
- Desire and ability to work with children and adults outdoors.
- Ability to maximize an atmosphere of amazing hospitality.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess the strength and endurance required to maintain constant supervision of campers.
- Ability to lift and move up to 50 pounds.

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. A willingness to live in a camp setting and work irregular hours delivering programs in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.

Responsible To: Program Director and Executive Director.

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Signature Date Printed Name