



Job Title: Activities Director
Classification: Nonexempt (*Seasonal*)
Reports to: The activities director will report directly to the camp director.
Salary Range: \$250-300 per week
Note: This position does require pre-camp work.

Position Purpose:

To plan creative and enjoyable all-camp events for campers and staff of all ages to enjoy and grow from.

Essential Job Functions:

1. Plan and implement all-camp events (one in the afternoon and one in the evening)
 - ◆ Choose all-camps and plan logistics
 - ◆ Prepare necessary supplies, decorations, etc.
 - ◆ Set up and take down all-camp events
 - ◆ Enlist and direct help as necessary
 - ◆ Clearly communicate rules to campers and staff
2. Gauge feedback to improve events throughout summer
 - ◆ Talk to staff and campers to gain insight into how all-camps can improve
3. Plan and implement Bishop's Ball
4. Facilitate theme days
 - ◆ Work with camp director on logistics
 - ◆ Prepare necessary supplies, decorations, etc.
 - ◆ Set up and take down activities
 - ◆ Enlist and direct help as necessary
5. Communicate with staff regarding rules and their roles at each all-camp activity/event
6. Plan and implement Camp Weed Olympics
 - ◆ Prior to camp, work with camp director on general plan for Olympics
 - ◆ Create and implement a new opening ceremony tradition
 - ◆ Set up and take down Olympics stations
 - ◆ Clearly communicate plans and rules with campers and staff

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Additional duties as assigned.

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 strength and endurance required to maintain constant supervision of campers.

Must be willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

The activities director will serve as a member of program staff and leadership team.

Typical Day

- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Staff Meeting: Actively participate in staff meeting, making sure staff are aware of the day's all-camps and their responsibilities
- ◇ 9:00 am - Activity 1: Help around camp as necessary - could lead activity, prepare for all-camps, etc.
- ◇ 10:00 am - Activity 2: Help around camp as necessary - could lead activity, prepare for all-camps, etc.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Break or prepare for all-camps
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion: Break
- ◇ 1:30 pm - Rest Period: Prepare for afternoon all-camp
- ◇ 2:30 pm - Afternoon All-Camp: Facilitate all-camp
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
 - The activities director will take down the afternoon all-camp, prepare for the evening all-camp, or take a break.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
 - The activities director will take down the afternoon all-camp, prepare for the evening all-camp, or take a break.
- ◇ 5:30 pm - Cabin Time: Break or prepare for all-camp programming.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met. It may be necessary to leave dinner early to prepare for evening all-camp.
- ◇ 7:00 pm - Evening All-Camp: Facilitate evening all-camp.
 - Wednesday's All-Camp will be Prayer Night, of which you are not in charge.

- ◇ 8:00 pm - Staff Meeting: Actively participate in staff meeting, making sure staff are aware of the next day's all-camps and their responsibilities
- ◇ 8:30 pm - Head to Bed: Clean up evening all-camp