



**Job Title:** Program Director (*Leadership Staff*)

**Classification:** Nonexempt (*Seasonal*)

**Note:** This position does require pre-camp work.

**Position Purpose:** To select, plan, and implement the all-camp activities each week, including the Weed Wide Olympics and special events such as Bishop's Ball. To assist in facilitating an exciting and safe camp environment. To help push camp to embody its mission and core values.

**Essential Job Functions:**

1. Plan and implement each all-camp event.
  - a. Choose all-camps, plan logistics, and prepare necessary supplies, decorations, etc.
  - b. Set up and take down all-camp events.
  - c. Enlist and direct help as necessary.
  - d. Clearly communicate rules to campers and staff.
2. Gauge feedback to improve events throughout the summer.
  - a. Talk to staff and campers to gain insight into how all-camps can improve.
3. Plan and implement Bishop's Ball.
  - a. Select a theme and purchase decorations within the Bishop's Ball budget.
4. Communicate clearly with staff regarding rules and their roles at each all-camp activity/event.
  - a. Communicate with staff about rules and their roles in each all-camp event as far in advance as possible.
5. Plan and implement the Weed Wide Olympics.
  - a. Prior to camp, work with the director on a general plan for the Olympics.
  - b. Create and implement an opening ceremony tradition.
  - c. Set up and take down Olympics stations.
  - d. Clearly communicate plans and rules with campers and staff.

**Other Job Duties:**

1. Participate enthusiastically in all camp activities, planning and leading those as assigned.
2. Assist with check-in of campers, check-out of campers and answer questions of parents.
3. Encourage all staff in their spiritual walk with God.
4. Model a positive attitude and Christ centered life to the staff, volunteers, and CITs.
5. 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 programs in the facility available. Operate with daily exposure to various weather conditions.*

**The Program Director will serve as a member of program and leadership staff.**