

Presbyterian Camps
Primary Job Description
For Seasonal Employment

Title: Assistant Director for Summer Camp Programming

Reporting Relationship: Reports to the Acting Executive Director.

General Responsibilities:

To perform all duties in the spirit of the shared mission purpose of the Presbytery, its leaders, staff, and volunteers and to provide leadership for the camp's program activities.

Create a positive environment to ensure camper and summer staff satisfaction

Specific Responsibilities:

1. Oversee the organization and execution of summer camp activities and programs.
2. Prepare and supervise pre-camp and in-service training.
3. Coordinate programs for Camp Gray and Camp Kema as well as Westminster Woods in all areas of multiple program use including boating, archery, low ropes, central dining, worship, and crafts.
4. Responsible for weekly summer staff agendas and assignments of specific responsibilities. Coordinate with Food Services Director use of kitchen summer staff for programming.
5. Assist Registrar in summer cabin assignments.
6. Accountable for the proper supervision of summer staff to ensure quality of program is maintained.
7. Supervise summer staff to ensure camper safety at all times.
8. Manage the process of evaluations for all summer programs, summer staff and store merchandise.
9. Work with acting director to maintain and staff camp store.
10. Work with acting director to Monitor and assure Camp compliance with all local, state, federal and Presbytery regulations and policies. Notify Acting Director and CODWG of non-compliance and recommendations.
11. Establish and maintain safety procedures as they pertain to the complete supervision of all campers, summer staff & volunteers including background checks and paperwork.
12. Work with acting director to define and maintain crisis management plan, including but not limited to, emergency procedures.
13. Perform other duties as assigned or as needed

Required Skills and Experience:

- Four year college degree required
- Current Red Cross certification for CPR (adults/children) and First Aid Basics
- Previous camp experience in a leadership position
- Ability to drive a car and off road vehicle like a gator
- Ability to work on a team and to accept supervision
- Enthusiasm, sense of humor, patience, and self-control
- Ability to work well with children, youth, adults
- Ability to work and live together with other staff in camp
- Acknowledgement of and willingness to serve in a Christian organization
- Must be willing to live on site for the season

Physical Demands

The position requires the visual, physical and mental ability to complete all tasks listed above. Incumbent must be able to work a flexible work schedule with hours varying in time, day, and duration during the camping season. The position requires strong organization and both written and verbal communication skills. The position requires stooping, standing, climbing, walking, hiking, kneeling, crouching, and at times, the lifting/moving of items over 25 lbs.