

BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION

TITLE: Assistant Program Director

RESPONSIBLE TO: Assistant Director, Director

PURPOSE: To assist the Assistant Director in planning and implementing the summer camp program, including training, supporting, supervising, and evaluating staff.

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Experience in camp leadership, small group camping and outdoor living skills.
5. Experience in supervision.
6. Ability to model servant leadership.
7. Administrative, clerical, organizational, and planning skills.
8. Attendance at one or more pre-camp training events.
9. Acceptance of Assistant Program Director's responsibilities.

RESPONSIBILITIES:

1. Provide support and encouragement to each staff member.
2. Assist in staff training by leading sessions and planning special experiences.
3. Coordinate "Prayer Partners" and end of summer "Love Gifts."
4. Assist in support staff supervision and evaluation.
5. Assist in staff meetings. Direct daily support staff meetings.
6. Assist with weekly camper registration.
7. Work with Head Counselor to direct camper orientation and emergency assembly drills.
8. Manage program board (schedule, weather, menus, etc.).
9. Plan, direct, and implement evening program activities.
10. Make arrangements to have the camp photo taken, developed, prints ordered, and distributed to campers and staff. Take photos of camp activities.
11. Coordinate weekly town run for supplies, photo development, and other needs.
12. Prepare end of session paperwork including photos, address lists, and evaluations.
13. Assist with closing picnic and program.
14. Serve as a resource person to groups as asked and time allows.
15. Fulfill the role of the Assistant Director in his/her absence.
16. Participate in a weekly evaluation with the Assistant Director and/or Director.
17. Know the contents of the Staff Manual and abide by all camp policies and procedures.
18. Enforce camp policies, procedures, and health and safety regulations.
19. Assist in other areas of camp operation as needed.