

BRETHREN WOODS CAMP AND RETREAT CENTER JOB DESCRIPTION

TITLE: Assistant Program Director

RESPONSIBLE TO: Program Director, Director

RESPONSIBLE FOR: Program staff, including Adventure Director, Nature Director, Challenge Course Director, Crafts Director, Support Staff, Lifeguards, and Junior Staff not assigned as counseling staff.

PURPOSE: To assist the Program 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 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 Program staff supervision and evaluation.
5. Assist in staff meetings. Direct daily program staff meetings.
6. Assist with weekly camper registration.
7. Work with Leadership Team to direct camper orientation and emergency assembly drills.
8. Manage program board (schedule, weather, menus, etc.).
9. Lead a morning singing time in the Retreat Center after breakfast.
10. Plan, direct, and implement evening program activities.
11. Arrange to have the camp photo taken, developed, prints ordered, and distributed to campers and staff. Take photos of camp activities.
12. Coordinate weekly town run for supplies, photo development, and other needs.
13. Assist with closing program.
14. Serve as a resource person to groups as asked and time allows.
15. Fulfill the role of the Program Director in his/her absence.
16. Participate in a weekly evaluation with the Program 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.