

**BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION**

TITLE: Day Camp Director

RESPONSIBLE TO: Program Director, Director

RESPONSIBLE FOR: Day Camp Counselors, Junior Staff assigned to Day Camp Program

PURPOSE: To plan for, oversee, and provide logistical support for the Day Camp program. Supervise and evaluate counseling staff and volunteers. Assist counselors in managing camper behavior, discipline, and other issues.

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 Day Camp Director responsibilities.

RESPONSIBILITIES:

1. Provide support and encouragement to each staff member.
2. Assist in staff training by leading sessions and planning special experiences.
3. Assist in support staff & counselor supervision and evaluation.
4. Assist in assigning campers to groups.
5. Assist with weekly camper registration.
6. Lead activities for Day Camp throughout the day as needed.
7. Direct camper orientation and emergency assembly drills for Day Campers.
8. Assist in staff meetings. Direct Day Camp staff meetings.
9. Assist counselors in managing camper behavior, discipline, and other issues.
10. Fulfill the role of a Counselor when assigned to a small group.
11. Assign responsibilities to camper groups as led by Day Camp Counselors
12. Make note of any staff or camper birthdays during the week, inform the kitchen staff, and help celebrate.
13. Manage incoming and outgoing staff and camper mail.
14. Prepare end of session paperwork including photos, address lists, and evaluations.
15. Coordinate weekly town run for supplies, photo development, and other needs.
Coordinate with the Support Staff to order the camp photos.
16. Run the check-in table each morning and the check-out table each afternoon for Day Camp.
17. Lead a morning singing time in Pine Grove after breakfast.

18. Pick up and distribute the morning and afternoon snacks for Day Camp.
19. Help the Program Directors coordinating housing for the final night of Day Camp.
20. Work with the Day Camp Dean to plan the closing program and Vespers on Thursday night of Day Camp.
21. Participate in a weekly evaluation with the Program Director and/or Director.
22. Know the contents of the Staff Manual and abide by all camp policies and procedures.
23. Enforce camp policies, procedures, and health and safety regulations.
24. Assist in other areas of camp operation as needed.
25. Serve as a resource person to groups as asked and time allows.

