



Position Description
PROGRAM DIRECTOR
Camp Blue Diamond Inc



Position is full-time, salaried with accountability to the Executive Director. Responsibilities include:

1. Summer Camp

During the summer camp season the main role of the Program Director is to oversee all aspects of programming working to assure that each is Christ-centered allowing campers and staff to experience growth and healing in their relationship with God, others, themselves and the created world. This requires strong leadership, exceptional training, well thought through Bible studies and worship experiences, and care given to the health and welfare of campers and staff alike.

- In close cooperation with the Program Committee and Executive Director perform the following pre-summer camp responsibilities:
 - Help to select summer camp theme
 - Help to develop summer camp schedule
 - Interview program staff applicants
 - Help to secure references and background checks on potential staff members
 - Prayerfully, along with Program Committee members, select summer staff members
- Pre-Orientation responsibilities are, but not limited to:
 - Recruit outside program leadership as needed
 - Communicate regularly with staff members
 - Be familiar with ACA Standards and work to keep all aspects of the summer camp program in compliance
 - Schedule 1st Aid and CPR training
 - Develop a well thought through Staff Orientation schedule including sessions for staff to form a meaningful Christ-centered community, learn how to work with children and youth, become familiar with policies and procedures in the areas of health and safety of campers, emergency procedures, expectations of staff behavior, experience camp activities, study Bible curriculum and practice teaching it to others and other important aspects of summer camp leadership
- Staff Orientation
 - Oversee all aspects of Staff Orientation week
 - Communicate with counselors any concerns that arise
 - Work toward helping staff become a Christ-centered community with the goal of caring for campers and helping campers experience God while living together in an outdoor setting
- Summer Camp each week
 - Supervise program staff assuring strong leadership and coordination of abilities and schedules
 - Assign campers, staff, CITs and volunteers to cabin groups
 - Conduct pre-camp, daily and end of week staff meetings
 - Oversee registration process
 - Continuously serve in supervisory role overseeing all aspects of summer camp programming
- Evaluation
 - Be aware of strengths of staff members throughout the summer and find ways to share these with them regularly

- Be aware of staff members weaknesses and address them in a timely fashion, following-up as needed
- Perform mid-summer evaluations on each program staff member and follow-up at the end of the season
- Prepare a written evaluation of each staff member to be reviewed with the Program Committee at the end of the season
- **Health and Safety**
 - Enforce camp policy and rules for staff and campers to ensure the safety and well-being of the community
 - Assist in first-aid, medical or hospital care as needed
 - Work with, as needed, the Health Care Manager in carrying out the implementation of the Health Care Plan
- **Other**
 - Daily serve as a support person to staff – spiritually and emotionally
 - Serve as a resource providing ideas, support and items needed for use in Bible studies, campfires and other activities
 - Purchase supplies as needed keeping budget lines in mind – seek direction from the Executive Director as necessary
 - Report facility concerns to the Facilities Director (or other appropriate persons)
 - Enforce conduct boundaries, expectations and consequences as directed by the Summer Staff Code of Ethics
 - Be prepared to help staff members deal with difficult camp situations
 - Communicate with Executive Director as needed pertaining to: staff member problems, difficult camper issues, when campers are sent home for any reason, etc...
 - Be prepared to ask program staff persons to perform other related duties that may arise within the summer camp program

2. Retreats and programming throughout the year (Junior, Junior High, Youth, Young Adult, other, ...)

- Select leadership and theme, recruit counselors
- Create flyers/brochures and help to promote as needed
- Program and develop schedule in keeping with expectations listed above in the areas of spirituality, safety, supervision, health care and evaluation

3. Other programming responsibilities during the year

- Continue to research and collect resources for summer camp and retreat programming
- Actively communicate and maintain relationships with past and potential staff persons
- Begin recruiting process early in the fall (send applications to past staff, attend recruitment programs, communicate with potential applicants, etc...)
- Visit district congregations as assigned by Executive Director to promote summer camp and other programming

4. Housekeeping

The Program Director is responsible to coordinate housekeeping during the non-summer months. The Facilities Director will oversee housekeeping during the summer camping season (during the weeks that a summer maintenance staff is employed).

- Note weekly the buildings that need to be cleaned

- Coordinate with the Family Campground Director the cleaning of each facility
- Purchase cleaning agents as needed
- Notify the Facilities Director when the following need to be purchased: toilet paper, paper towels (for bathroom dispensers), soap, other as needed
- Notify the Facilities director of the following:
 - Broken or damaged facilities/items
 - Broken or ineffective cleaning equipment (vacuum cleaners, mops, etc...)

5. Committees/Meetings

- Serve, as *ex officio*, on the Program Committee of the Camp Board of Directors
- Attend Camp Board meetings as *ex officio*, provide Program Director report and offer insight as able
- Serve on other committees as called upon

6. American Camp Association

- Be familiar with ACA Standards as they pertain to programming
- Provide documentation as needed
- Attend conferences and workshops regularly

7. Rental Groups

- Provide friendly hospitality for rental groups during weekends on duty
- Gather numbers and provide for billing as agreed upon with the Executive Director
- Periodically check in with each group and take care of requests as needed

8. Outdoor School

- Assist in kitchen as predetermined by Food Service Director and Executive, usually involves help before and after meals and provide assistance to check-in and put away the food order
- Provide housekeeping as needed while ODS is in session – such as: refilling toilet paper, paper towels, removing garbage, repair, etc...

9. Others

- Provide assistance to Facilities Director as needed
- Attend and actively participate in weekly staff meetings
- Regularly record hours worked as directed by Executive
- Check in office upon arrival daily
- Communicate with Executive Director concerning program ideas, concerns and progress
- Meet with Executive Director for evaluation of performance and programming
- Serve weekend duty as assigned

10. Outdoor ministry at Camp Blue Diamond requires flexibility and teamwork. In this spirit all staff may be called upon, as needed, to provide help in the following areas:

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| • Kitchen | • Maintenance/Grounds |
| • Office | • Fundraising |
| • Programming | • Others |
| • Housekeeping | |