



Position Description  
**PROGRAM DIRECTOR**  
Camp Blue Diamond Inc



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

*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.*

**1. Summer Camp**

- In close cooperation with the Program Committee and Executive Director: select Summer Camp theme, develop schedule, interview select summer staff, secure references and required background checks.
- Prior to Summer Camp: responsibilities include, but are not limited to, securing program leadership, communication with staff, assure implementation of ACA standards and expectations, schedule leadership for Staff Orientation, and become acquainted with Bible curriculum.
- Plan and implement Summer Staff Orientation: providing staff with information and tools needed to provide a safe, fun-filled, and Christ-centered summer camp for campers.
- Throughout the summer camp season: supervise program staff assuring strong leadership, coordinate schedules, assign camper, staff, and CIT housing for each program, oversee the registration process, and continuously serve in a supervisory role overseeing all aspects of summer camp.
- Regularly evaluate: all aspects of summer camp, staff concerns, perform in-person mid-summer and end of summer evaluations, and prepare a written evaluation be reviewed with the Program Committee at the end of the season.
- Oversee Health and Safety concerns by: Enforcing policies for staff and camper well-being, assist in first aid and emergencies as needed, and work with the Health Care manager in carrying out the implementation of the Health Care Plan.
- Other responsibilities include, but are not limited to support and encourage summer staff, serve as a resource person, purchase supplies as needed, report facility concerns to the Facilities Director, enforce conduct boundaries, and communicate concerns with the Executive Director/

**2. Plan retreats and other programming throughout the year.**

**3. Other programming responsibilities include:**

- Continually researching and collect resources and ideas for program opportunities.
- Maintaining positive relationships with congregations, district leadership, and past and potential staff persons.

**4. Housekeeping and serving in the kitchen:** All staff members are called upon to help in all aspects of camp ministry including helping in the kitchen, doing housekeeping, and maintenance/facility work.

**5. Serve on the following committees:** Camp Board and Program Committee (es officio) and others as called upon.

**6. Other expectations include** attend and actively participate in weekly staff meetings, communicate with the Executive Director, maintain record of expenditures, and turn expenses in to the Executive Director.