

Adventurers Day Camp (ADC)

Lead Team Roles at a Glance

This document provides a high-level overview of the ADC Lead Team roles, clarifying primary responsibilities, collaboration points, and decision-making boundaries. It is intended to support clarity, teamwork, and healthy leadership during the camp season.

Camp Director

Primary Focus:

Overall camp leadership, staff oversight, spiritual direction, and operational coordination.

Key Responsibilities:

- Provides overall leadership to the entire ADC staff team
- Serves as the primary on-site leader during camp sessions
- Provides overarching direction for camp programming
- Prepares and teaches Bible lessons for Explore and Adventure programs
- Oversees staff care, daily staff meetings, and camp culture
- Ensures health, safety, communication, and media needs are appropriately covered by the Lead Team
- Oversees the ADC budget in collaboration with the Director of Children's Ministries
- Maintains parent relations and congregational communication

Decision-Making Authority:

- Day-to-day operational decisions
- Escalates policy interpretation, significant discipline, or budget deviations to the Director of Children's Ministries

Reports To:

Director of Children's Ministries

Ascent Directors (LIT Program)

(Male & Female)

Primary Focus:

Spiritual leadership, mentorship, and leadership development of Leaders in Training (LITs).

Key Responsibilities:

- Provides intentional spiritual leadership and relational care for LITs
- Leads LIT Morning Meetings and weekly one-on-one check-ins
- Oversees the Ascent Program theme and development pathway
- Plans and leads LIT Development Sessions and Summit
- Assists with LIT recruitment, screening, and evaluation
- Contributes to camp programming through teaching (e.g., Cranked / junior high weeks)
- Supports Group Leaders in mentoring LITs (*without supervising Group Leaders*)

Decision-Making Authority:

- Provides formative feedback and developmental guidance to LITs
- Escalates discipline and significant concerns according to the escalation pathway below

Works In Collaboration With:

- Camp Director (day-to-day coordination)
- Director of Youth & Young Adults (LIT discipleship alignment and support)

Reports To:

Director of Children's Ministries

Program Coordinators

(Two positions)

Primary Focus:

Practical preparation, coordination, and execution of daily camp programming.

Key Responsibilities:

- Plans and executes daily programming across Explore, Adventure, Cranked, and specialty weeks
- Prepares activities, crafts, supplies, décor, and rainy-day programming
- Supports daily camp flow and schedule implementation
- Serves as the primary point person for camper health, first aid, medications, and incident reporting
- Supports staff through daily logistics and problem-solving
- Provides practical support for camp communication and media needs
- Supports parent communication, follow-up, and post-camp appreciation

Decision-Making Authority:

- Manages daily program logistics and health-related responses
- Communicates significant health or safety concerns promptly to the Camp Director
- Program adjustments are made in collaboration with the Camp Director

Reports To:

Camp Director

Shared Leadership Commitments

All ADC Lead Team members are expected to:

- Model Christ-like character and servant leadership
- Communicate clearly, respectfully, and proactively
- Support one another's roles and responsibilities
- Seek guidance and escalation appropriately
- Foster a safe, welcoming, and spiritually intentional camp environment

Support & Communication

- **Camper safety or serious incident:** Program Coordinator → Camp Director → Director of Children's Ministries *(as needed)*
- **LIT discipline or development concerns:** Ascent Director → Director of Youth & Young Adults → Director of Children's Ministries *(as needed)*
- **Program changes affecting camp flow:** Program Coordinator → Camp Director → Director of Children's Ministries *(as needed)*
- **Policy, budget, or personnel concerns:** Camp Director → Director of Children's Ministries