



Camp Albemarle Program Director Job Description

Reports to: Assistant Director

Dates of Job: May 22 – August 4 2017

Purpose of Position:

- Ensure that all the program areas and equipment are maintained, set up, and taken down as needed.
- Make plans so that every camper experiences all of the programs that camp has to offer.
- Manage program staff so that all activities are run smoothly and camp functions are maintained.

Qualifications:

- Must be a professed Christian and follower of Jesus Christ and his teachings
- Must be at least 20 years of age, or turning 20 by September (Class of 2015)
- Must be able to stay at camp from open to close for the majority of camp sessions (except for daily time off)
- Preferred to be CPR/First Aid certified by the beginning of camp sessions (We provide CPR/First Aid training during staff week)
- Preferred two or more years in Christian camping

Specific Responsibilities:

- Attend, participate, and lead in leadership training, program training, and staff week.
- Along with the Head Counselor, create a master schedule for each session.
- Create a program schedule each week, detailing each family group and program staff's activity each block.
- Direct program staff in setting up and running registration.
- Work with the program area directors to ensure that the equipment at each area is maintained and replaced as necessary.
- Direct program area directors and program staff to ensure that each program area is set up, facilitated, and taken down effectively.
- Direct program staff in maintaining all camp functions, and maintaining the cleanliness of the lodge. This could be incorporated into the program schedule.
- Direct program staff in setting up, facilitating, and taking down all camp activities. (field games, carnival, dance, etc.)
- Attend bible studies and devotions with family groups and cabins as able, and participate as appropriate.
- Tend to all the needs of campers to the best of your ability, or contact appropriate staff (medical officer, spiritual development coordinator, assistant director, etc.) for situations beyond your training or comfort.
- Along with Head Counselor, mediate in staff conflicts.
- Instruct and gently correct program staff in their responsibilities and conduct.