



Camp Albemarle Day Camp Director Job Description

Reports to: Director of Summer Camp Ministries

Purpose of Position:

The Day Camp Director is responsible for developing, facilitating, and overseeing Camp Albemarle's Day Camp programs including the supervision, guidance, and direction of rotating day camp staff.

Responsibilities:

1. Attend trainings and weekly staff meetings.
2. Serve on Summer Leadership Team.
3. Develop and direct programs for Camp Albemarle's Day Camp.
4. Supervise daily check-in and check-out of all day campers.
5. Supervise and direct all staff and volunteers assigned to work with the Day Camp program.
6. Track and assign day camp staff to weekly roles and co-counselor assignments.
7. Coordinate and facilitate day camp staff meetings.
8. Manage budget, maintain and stock all day camp program equipment.
9. Assist with resident camp check-in.
10. Maintain weekly day camp records.
11. Facilitate staff, camper and parent relations.
12. Practice and enforce all camp safety regulations and emergency procedures.
13. Abide by all camp policies and procedures.
14. Responsible for the health and well-being of self and campers.
15. Perform all other duties and roles assigned by the Director of Summer Camp Ministries.

Specific Duties

1. Attend trainings and weekly staff meetings.
 - a. The Day Camp Director must attend summer staff training.
 - b. It takes multiple staff and resources to train the summer staff. The Day camp Director is one of those resources.
 - c. The Day Camp Director is to work in conjunction with the Program Director(s) and the Director of Summer Camp Ministries to effectively guide summer staff trainings.
 - d. The Day Camp Director is required to attend all in-service trainings that pertain to his/her summer role.
2. Serve on Summer Leadership Team
 - a. Join in weekly planning meetings and give feedback into staff roles and camp needs
3. Develop and direct programs for Day Camp.
 - a. The Day Camp Director is in charge of all staff and programs related to Day camp.



- b. The Day Camp Director creates the weekly Day Camp schedule, coordinates special programs, and develops program ideas.
 - c. Coordinate the flow of Day Camp groups from one activity to another.
 - d. Coordinate changes in the schedules as they occur during the week.
 - e. Prepare and coordinate alternate activities in the event of inclement weather or scheduling overlap.
 - f. Communicate with all leadership staff of schedule or logistical changes throughout the week.
4. Supervise daily check-in and check-out of all Day Campers.
 - a. Day Camp check-in and check-out areas should be tidy and clean.
 - b. The Day Camp Director's primary role is to communicate with parents. Answer their questions and talk with them about how their child is doing. Utilize the Day Camp counselors to assist with this.
5. Supervise and direct all staff and volunteers assigned to work with the Day Camp program.
 - a. The Day camp director is to observe all Day Camp staff and volunteers, monitoring their leadership, communication and providing feedback that helps them grow.
 - b. Assist the Leadership Staff and Director of Camp Ministries in mentoring the staff.
 - c. Make yourself available to staff feedback and concerns.
 - d. Lead by example.
6. Track and assign Day Camp staff to weekly roles and co-counselor assignments.
 - a. Consult with the Program Directors prior to each week of camp to identify camper special needs and requests.
 - b. Track and assign weekly staff roles and co-buddies based on staff age, previous assignments, ability, and staff evaluations.
7. Coordinate and facilitate weekly Day Camp staff meeting.
 - a. Prepare all forms and paperwork needed for the Day Camp staff meeting prior to the start of the meeting.
 - b. Provide an orientation for all Day Camp staff, to prepare them for working with the Day Camp program.
 - c. Provide Day Camp staff copies of weekly schedules, camper lists, and health forms.
 - d. Utilize this time to allow the Day Camp staff to prepare programs for the week.
8. Manage budget, maintain and stock all Day Camp program equipment.
 - a. Consult with the Director of Camp Ministries or Maintenance Director regarding any equipment orders, needs, or repairs.
 - b. Maintain an inventory list, so as to know what needs to be ordered throughout the summer.
 - c. Maintain and clean the program equipment spaces including the Day Camp Room and Porch.
 - d. Direct all cleaning duties assigned to Day Camp staff. Cleaning responsibilities include day camp room and porch and outdoor program spaces used. Every evening empty trash cans, collect lost & found and sweep.



9. Assist with Sunday resident camp check-in.

The Day Camp Directors are to assist the Leadership Staff and Administrative Staff with camper check-in responsibilities.
10. Maintain weekly Day Camp records.

The Day Camp Directors are to file all master scheduling sheets, camper assignments, staff assignment sheets, and special needs forms.
11. Facilitate staff, camper and parent relations.
 - a. Assist camper parents/guardians with the early check-out process.
 - b. Assist Cabin Groups with homesick campers.
 - c. Assist the Director of Camp Ministries and the Executive Director with communicating with parents of homesick, sick, or injured campers.
 - d. Inform parents (in weekly parent letter) of the activities and programs their children will be participating in throughout the week at camp.
12. Practice and enforce all camp safety regulations and emergency procedures.
 - a. Maintain group/staff control at specialized group activities so that other support staff can focus on safety.
 - b. Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
13. Abide by all camp policies and contract.
 - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
 - b. The contract is a signed agreement stating your willingness to adhere to Camp Albemarle's policies.
14. Responsible for the health and well-being of self and campers.
 - a. The Day Camp Directors are responsible for meeting their own personal health and hygiene needs. The Day Camp Directors are also responsible for communicating with the Program Directors or Director of Camp Ministries when they need breaks.
 - b. Help escort campers to the health officials to treat injuries/illnesses outside of your level of care or training.
 - c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
15. Perform all other duties and roles assigned by the administrative Staff.
 - a. This is an administrative role. Be flexible and ready to assist in a variety of ways.

Relationships:

The Adventure Coordinator has regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative, and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

Equipment Used:

The Adventure Coordinator may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:



1. Understand the developmental needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in designated camp program areas.

Physical and Interpersonal Aspects of the Job:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards in the program vicinity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess enough strength and endurance to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.