



Camp Albemarle **Day Adventures Director Job Description**

Reports to: Director of Summer Camp Ministries

Purpose of Position:

Are you ready to lead unforgettable adventures, inspire young hearts, and make a difference this summer? Camp Albemarle is seeking a dynamic and enthusiastic Day Adventures Director to oversee our thrilling Day Adventures programs! As the leader of this exciting ministry, you'll guide a team of rotating staff, craft engaging activities, and share the love of Christ in creative ways.

Your role includes designing and organizing each day's adventures, facilitating fun and meaningful Christian messages, and ensuring the health and well-being of yourself, your team, and our campers. It's a hands-on opportunity to help kids explore the beauty of God's creation, grow in their faith, and make lifelong memories—all while having a blast yourself!

If you're passionate about adventure, mentoring young people, and bringing God's love to life, this could be your best summer yet. Join us at Camp Albemarle and help shape the next generation of leaders, one adventure at a time!

Prerequisites:

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Demonstrate combined evidence of inspirational leadership and management abilities.
4. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

Qualifications:

1. Two or more years of experience in management, supervisory, and leadership roles
2. Demonstrate financial leadership skills
3. Experience in motivating, developing, and mentoring mission-driven teams
4. Oral and public speaking skills; a persuasive and passionate communicator with strong interpersonal skills
5. Time management, organization, and prioritization abilities
6. Have a current or can receive a first aid/CPR certification
7. Must have the ability to interact with all age levels.
8. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
9. Enjoyment and appreciation of the outdoors.
10. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
11. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
12. Must be able to pass a background check.



Responsibilities:

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

Specific Duties

1. **Attend and facilitate trainings and weekly staff meetings:**
 - o Actively participate in pre-summer and ongoing training sessions to stay updated on safety protocols, camp policies, and program expectations.
 - o Share insights, updates, and ideas during weekly staff meetings to ensure cohesive planning and program development.
2. **Assist in Day Adventure Staff Evaluations:**
 - o Provide constructive feedback on staff performance to promote growth and development.
 - o Help evaluate staff's adherence to camp standards, program goals, and camper engagement.
3. **Develop and direct programs for Camp Albemarle's Day Adventures Program:**
 - o Design engaging daily schedules and activities that align with the camp's mission to foster growth and connect campers with God's creation.
 - o Integrate faith-based lessons and experiences into the programming to inspire spiritual growth.
4. **Supervise daily check-in and check-out of all day adventure campers:**
 - o Ensure a smooth, organized process for camper drop-off and pick-up, including verifying authorized pick-ups.
 - o Greet parents and campers each day, providing a welcoming and safe atmosphere.
5. **Supervise and direct all staff and volunteers assigned to work with the Day Adventures program:**
 - o Provide clear expectations, guidance, and daily support to ensure high-quality camper experiences.
 - o Monitor staff interactions with campers, offering coaching and encouragement when needed.
6. **Track and assign day adventure staff to weekly roles and co-counselor assignments:**



- Organize staff schedules to ensure adequate coverage and the right mix of skills for each activity.
 - Adjust assignments as necessary to respond to staff needs and program changes.
7. **Coordinate and facilitate day adventure staff meetings:**
- Lead weekly meetings to discuss upcoming activities, address concerns, and celebrate achievements.
 - Ensure all staff are informed about schedule changes, safety procedures, and camper needs.
8. **Manage budget, maintain, and stock all day adventure program equipment:**
- Monitor program expenses to stay within budget while providing quality materials and experiences.
 - Regularly inspect and maintain equipment, replenishing supplies as needed for smooth operation.
9. **Maintain weekly day adventure records:**
- Keep accurate records of camper attendance, incidents, and program evaluations.
 - Document daily activity plans and any adjustments made for reference and future planning.
10. **Facilitate staff, camper, and parent relations:**
- Act as the main point of contact for day adventure-related questions, providing timely responses to parents.
 - Foster positive relationships with campers and staff, encouraging open communication and a supportive environment.
11. **Practice and enforce all camp safety regulations and emergency procedures:**
- Ensure staff are trained and prepared to handle emergencies, following established protocols.
 - Regularly review safety practices with staff and campers to maintain a secure environment.
12. **Abide by all camp policies and procedures:**
- Demonstrate a commitment to upholding the values and standards of Camp Albemarle.
 - Encourage staff and campers to follow rules and model respectful behavior.
13. **Responsible for the health and well-being of self and campers:**
- Monitor campers' physical and emotional well-being, providing support when needed.
 - Maintain personal wellness to perform job duties effectively, setting a positive example.
14. **Perform all other duties and roles assigned by the Director of Summer Camp Ministries:**
- Take on additional tasks with a positive attitude and a willingness to serve wherever needed.
 - Assist with camp-wide events, off-season programs, or other ministry opportunities as directed.

Benefits:

1. Personal and Spiritual Growth



Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

2. Leadership and Job Skills

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

3. Mentorship and Lifelong Friendships

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

4. Making a Lasting Impact

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.

5. Fun and Adventure

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

6. Room and Board Provided

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

7. Pay

While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

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 Day Adventure Director 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.