



Camp Albemarle Day Adventure Program Coordinator Job Description

Direct Supervisor: Day Adventure Director

Other Supervisor: Director of Summer Camp Ministries

Purpose of Position:

Are you ready to take the lead in crafting the ultimate summer experience? As our Day Adventure Program Director, you'll be at the center of the action, making every day at camp unforgettable. You'll bring energy, creativity, and a sense of adventure to everything you do, whether it's leading challenge courses, biking through scenic trails, lifeguarding at the pool, kayaking on the water, or running arts and crafts sessions that spark imagination.

As the Program Team Leader, you'll shape the spirit of camp by guiding the Day Adventure Program staff, inspiring counselors, and making sure every activity runs smoothly. You'll also pump up the fun with morning songs and dance, setting the tone for a day filled with joy and excitement!

If you're passionate about making a difference, leading with positivity, and infusing joy into every moment, then this adventure is calling your name. Join us and be the heartbeat of an epic summer!

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. Must be 20 years of age or older.
2. Two or more years of experience in management, supervisory, and leadership roles
3. ACCT Level I certified or similar training preferred.
4. Must have or be able to receive a current Red Cross Lifeguard certification with corresponding certifications in CPR/AED for the Professional Rescuer and First Aid.
5. Must be or be able to become certified in first aid and CPR.
6. Demonstrate financial leadership skills
7. Experience in motivating, developing, and mentoring mission-driven teams
8. Oral and public speaking skills; a persuasive and passionate communicator with strong interpersonal skills
9. Time management, organization, and prioritization abilities
10. Have a current or can receive a first aid/CPR certification
11. Must have the ability to interact with all age levels.



12. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
13. Enjoyment and appreciation of the outdoors.
14. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
15. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
16. Must be able to pass a background check.

Responsibilities:

1. Attend and facilitate trainings and weekly staff meetings.
2. Actively engage with all family groups using age-appropriate activities and events to support the summer theme alongside our Day Adventure Director
3. Ensure the general safety of campers and staff at the pool and waterfront locations.
4. Ensure the general safety of campers and staff at the challenge locations.
5. Manage Day Adventure Program Staff including detailed schedules for each team member.
6. Develop and facilitate A&C programs for Day Adventure's camp's Elementary and Middle School campers.
7. Supervise and direct all staff and volunteers assigned to work/help in the A&C program.
8. Organize and implement camp rainy-day activities.
9. Manage budget, maintain and stock all program equipment.
10. Assist with check-in and check-out
11. Practice and enforce all camp safety regulations and emergency procedures.
12. Abide by all camp policies and covenant agreement.
13. Responsible for the health and wellbeing of self and campers.
14. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.

Specific Duties:

1. **Attend and facilitate trainings and weekly staff meetings**
 - Lead sessions to reinforce camp policies, safety protocols, and staff expectations.
 - Actively participate in discussions, providing insights and feedback to improve the program.
2. **Actively engage with all family groups using age-appropriate activities and events to support the summer theme alongside our Day Adventure Director**
 - Coordinate themed activities that align with the camp's weekly focus and adjust for various age groups.
 - Assist the Day Adventure Director in creating interactive and memorable experiences for campers and families.
3. **Ensure the general safety of campers and staff at the pool and waterfront locations**
 - Monitor lifeguard rotations, ensuring proper coverage and vigilance during swimming and waterfront activities.
 - Enforce water safety rules, conducting regular safety checks on equipment such as life jackets and rescue gear.



4. **Ensure the general safety of campers and staff at the challenge locations**
 - Conduct daily inspections of challenge course elements, including harnesses, helmets, and ropes.
 - Oversee staff training on challenge course safety, making sure proper techniques are used to avoid accidents.
5. **Manage Day Adventure Program Staff including detailed schedules for each team member**
 - Create and update weekly schedules, ensuring adequate coverage for all program areas.
 - Monitor staff performance, providing support and adjusting schedules as needed for optimal program flow.
6. **Develop and facilitate A&C programs for Day Adventure's camp's Elementary and Middle School campers**
 - Design age-appropriate arts and crafts projects that align with weekly themes.
 - Gather materials in advance and prepare workspaces to ensure smooth and engaging activities.
7. **Supervise and direct all staff and volunteers assigned to work/help in the A&C program**
 - Provide clear instructions and support to volunteers, ensuring a safe and creative environment.
 - Evaluate program effectiveness, making adjustments to enhance camper engagement and experience.
8. **Organize and implement camp rainy-day activities**
 - Prepare a variety of indoor games and crafts to keep campers engaged when outdoor activities are limited.
 - Adapt existing plans to ensure fun and safe experiences regardless of weather conditions.
9. **Manage budget, maintain, and stock all program equipment**
 - Track expenditures for program supplies and stay within the allocated budget.
 - Regularly inventory equipment, ordering replacements or additional supplies as needed.
10. **Assist with check-in and check-out**
 - Greet campers and families, ensuring a smooth and welcoming process at arrival and departure.
 - Verify that all necessary paperwork and safety protocols are completed for each camper.
11. **Practice and enforce all camp safety regulations and emergency procedures**
 - Conduct regular safety drills with staff and campers, covering emergency scenarios.
 - Stay updated on all safety protocols, taking immediate action in the event of an emergency.
12. **Abide by all camp policies and covenant agreement**
 - Uphold the camp's mission and values in interactions with campers, staff, and families.
 - Adhere to guidelines for behavior, communication, and program execution as set by the camp.



13. Responsible for the health and well-being of self and campers

- Monitor campers for signs of illness, fatigue, or injury, and respond appropriately.
- Prioritize self-care to ensure the ability to fulfill job duties effectively throughout the summer.

14. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff

- Support additional camp programs or events as needed to ensure a successful summer season.
- Be flexible and willing to step in where help is needed, showing a team-first attitude.

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. Meal Provided

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

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

Physical & 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 related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required 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.