

CAMP DIRECTOR

DESIRED QUALIFICATIONS

- Must be at least 25 years of age (MA State Regulations) and with a Bachelors / Graduate degree.
- Provide documentation of leadership training and administrative experience.
- Have successfully completed a course in camping administration or have at least two years of experience as part of an administrative staff of a camp for children (MA State Regulations).
- Hold current First Aid and CPR certification.
- Have knowledge and training in camp emergency procedures including emergency codes.
- Have training and experience in environmental education and outdoor living skills.
- Have ability and stamina to supervise and direct a full staff and program for 8 -10 weeks.
- Have the desire and ability to work with children in and outdoor setting.
- Have the ability to relate to one's peer group and accept guidance and supervision.
- Have integrity, adaptability, reliability, enthusiasm, sense of humor, patience and self – control.
- Remain on camp at all times except during time – off when assistant director is present.

RESPONSIBLE TO SNEC ADMINISTRATION

CAMP GOALS

- To create and run an effective overall camp program, with Jesus as the main emphasis, while providing learning in an emotionally, spiritually and physically safe environment.

GENERAL RESPONSIBILITY

- To plan, direct and supervise the summer camp program.
- To oversee and give guidance to the camp staff.
- To provide activities and spiritual direction for the campers.

SPECIFIC RESPONSIBILITY

1. To ensure that all ACA and state requirements are met for running a summer camp.
2. To file for camp permits, licensing and accreditations each year.
3. To ensure that all staff have proper legal paperwork and required certifications on file.
4. Be able to successfully lead camp staff through a full summer camps for kids.
5. Provide spiritual oversight to the camp and its follow-up program to campers and staff.
6. Recruit, organize, hire, train and supervise the entire camp staff.
7. Develop and carry out with positive relationships with campers, staff, and parents.
8. Be available to talk and pray with staff members.
9. Maintain staff morale through staff recreation, testimony periods, prayer meetings, and communion.
10. Be present at most Flag raisings and lowering to receive the flag from the campers.

11. Promote the camp's programs by developing materials (camp promotional video and brochure) and crating and responding to opportunities to publicly represent the camp.
12. Seek, accept and process applications from prospective campers.
13. Prepare, present and defend the summer camp budget, and account for receipts and disbursements of all funds associated with the summer camp program.
14. Serve as chairperson of the camp administrative council.
15. Order equipment and supplies when needed.
16. Evaluate and make recommend equipment, supplies, and programming for next summer.
17. Interview all staff prior to hiring, evaluate during the summer, and have exit interviews with each staff member at summer's end.
18. Know the emergency codes (red, blue, yellow, and green) and procedures, assisting where needed.

ESSENTIAL FUNCTIONS

The director must be able to recognize and meet the needs of the camp as a whole. He/she must be able to withstand the physical demands of the position. Additionally, the director must have leadership and administrative abilities, a love for Christ and for boys and girls, and should be resourceful and creative.