

SUMMER PROGRAM DIRECTOR

Position Summary

The Summer Program Director at Camp Arnes will work together to oversee the entire program of Camp Arnes' 8 week summer ministry. They hold the camp leaders accountable for their responsibilities. They provide guidance with camper and staff issues. The summer program director communicates with parents of campers. They should inspire hard work, creative programming, and promote an encouraging environment. They are to promote and demonstrate effective communication among the staff. They are to ensure safety of all activities and programming and to uphold Camp's policies. Above all they are to promote and demonstrate a well balanced Christian life. This position reports directly to the Director of Summer Ministry.

The Summer Program Director is also a member of the Summer Leadership Team which together oversees the entire summer ministry program. At Camp Arnes believe in giving young leaders an unparalleled opportunity like this to help them grow into the next level of leadership. The administration team will work and walk alongside our summer program directors.

Program Responsibilities:

- Observe, evaluate and record all that goes on at the camp
- Work with camp leaders on camper issues (behavioural, homesickness, illness etc.) as needed
- Organize staff that will accompany a camper to the hospital
- Keep connected with volunteer nurses in camp protocol
- Develop and direct special programs for campers and staff
- Connect with various staff you supervise to ensure they understand their role, competent in it and suggest ways they can excel at it
 - Camp Leaders, Worship Leader, Activity Leader, Integration Coordinator, Crew Leaders, and Ignite Leaders
- Keep staff accountable in their day to day responsibilities
- Meet with the Director of Summer Ministries regularly
- Knowledge of **all** incidents and ensure they are done promptly and effectively
- Report **all** incidents/issues to the Director of Summer Ministries
- When necessary contact parents to update them on issues with their child
- Creative problem solve all programming needs i.e. rainy day programming
- Gather all necessary information / facts for all issues parents request for situations regarding their child in the incident that occurred before calling home.
- Ensure safety of all campers in all areas is upheld
 - With campers at activities / programming
 - With staff at activities / programming
 - In the relationships of cabin leader to camper
 - In the relationships of camper to camper
 - There should be no incident you are not aware of
- Ensure effective communication is being distributed to all staff
 - Communicate to all staff regarding enhancements made to programming
 - Discretion of what information is being communicated staff
 - message communicated to all staff are consistent, clear and positive
 - Staff come to appropriate leadership for issues of all concerns
 - Provide an open sense of communication between Summer program directors and all staff
- Personal growth
 - Set spiritual development goals
 - Set leadership development goals
 - Set development communication goals
 - Set social development goals
 - Have a growth plan for the summer with the Director of Summer Ministries
- Promote unity of all staff
 - All staff are valued
 - Staff know the importance of each area of camp
 - All staff are heard
 - Issues are dealt with promptly and effectively
 - Conflict management skills
 - Respectful and effective communication in all situations

General Responsibilities:

- Share your Christian life and character with the campers as you can
- Promote an encouraging and fun environment
- Encourage, honour and respect fellow staff and leaders
- Be on time for all scheduled programming and meals
- Be able to participate with enthusiasm in various weather conditions
- Properly care for your designated accommodations
- Uphold all Camp Arnes policies
- Participate in the Saturday Staff Meeting once the campers have left
- Attend and participate in the Tuesday and Thursday morning Staff devotions
- Attend and participate in Sunday night Journey Groups
- Attend and participate in Sunday night wigwams / worship
- Try to attend church on Sundays (when possible)

Leadership Team Responsibilities

- Facilitate and participate in the Wednesday morning meetings
- Promote a healthy community atmosphere with the members
- Effective and respectful communicate with the Leadership Team
- Connect with individuals or group members for issues/incidents
- Confront members when issues arise
- Keep members accountable
- Be open and accepting of other members accountable for your role
- Organize with the other necessary members for needed decisions

Attributes

- Strong Christian foundation and relationship
- Strong leadership character, integrity, morals
- High passion for broadened ministry administration
- High energy personality
- High desire for continued personal development and welcome new challenges
- High desire for the holistic development of staff and campers
- High desire for the communication of the Gospel Message
- Hard Work Ethic