

Promise Camp of Family Guidance, Inc.
POSITION OPENING - JOB DESCRIPTION

POSITION TITLE: Male/Female Program Director

REPORTS TO: Camp Director

JOB TYPE: Seasonal (Camp season is June 11– August 2, plus some camp preparation in the spring)

POSITION SUMMARY

Promise Camp is an exciting Christ-centered, residential summer camp for at-risk children. Campers range between 8 and 14 years of age and are frequently from culturally diverse, unchurched, single-parent families. This position oversees all camp-wide programming and nurture and discipleship of the counseling staff. The program director works closely with the camp director to offer guidance to staff and campers and address disciplinary issues that arise among campers.

The camp is divided up into six sessions; each of which is approximately one-week in length. Different kids will attend each week. The counselor to camper ratio is 1:3, with two counselors living in each cabin with six campers. These six campers will be assigned to these two counselors for each entire camp session. There are eight total cabins, serving 48 total children each week (24 male, 24 female).

It is important to build a positive and healthy relationship with the campers. Our goal is to personally demonstrate to them the love of Christ Jesus. Family Guidance offers all staff one full week of on-site training before the camp begins, as well as supervision and assistance throughout the camp.

REQUIREMENTS

The Position Requires:

- A devoted, mature relationship with Jesus Christ.
- Prior experience in creative outreach youth ministry in a group setting.
- Pennsylvania Act 33 and 34 background clearances.
- Program Directors must be at least 19 years of age.

RESPONSIBILITIES AND DUTIES

This Position Requires Strong Relational Skills, Including:

- Ability to develop and cast vision for high-excitement/high-participation camp activities, in concert with each year's camp theme.
- Ability to energize, challenge, and direct children in an outdoor recreational setting – to make camp activities both fun and meaningful.
- Ability to work effectively in cross-cultural ministry.
- Ability to handle difficult campers with love and compassion.
- Ability to be a strong role model, having a positive, up-beat attitude toward the youth whom we serve, but also having the ability to discipline and direct at-risk children in love.
- Ability to nurture, disciple, and encourage counseling staff.
- This is more than just a camp; this is a ministry. The Program Director must be prepared to lead the campers spiritually, and communicate God's message of salvation through Jesus in an engaging, understandable, relevant way. The program director will commit to pray for the children and staff regularly and will work to establish Christ-centered relationships with fellow staff and campers.

Pre-Camp Responsibilities:

- Develop a variety of interactive sports, games, skit ideas, trips, worship, and other activities that will help the campers have fun at camp, form relationships, experience the camp message, and create opportunities for friendship evangelism.
- During training week, work with the camp director and counselors to further develop these activity ideas. Teach these games to the camp staff during training week, and help them to be prepared to assist with these activities during camp. Also assist with the training of staff in challenge course facilitation.
- Be praying for the staff and kids prior to arriving at camp.
- Assist the camp director in leading the evening chapel service activities during training week.
- Order necessary supplies and equipment through the camp director to adequately stock the camp for planned activities. For any activities involving food or other supplies or the use of the kitchen, coordinate these with the operations director and/or camp managers prior to camp.

In-Camp Responsibilities:

- Help campers feel welcome by warmly greeting them, promptly learning their names, and helping them to feel safe and meet others.
- Take a lead role in implementing all camp-wide activities. Direct both the campers and camp staff in what to do during these events. Make camp activities memorable, participatory, exciting, encouraging, and relevant. Organize each day's programs and review them with counselors in the morning meeting.

- Consult with counselors before and during camp regarding each cabin's activities.
- Secure all necessary equipment in preparation for each event. Maintain and keep an inventory of all equipment on hand. Note and report any areas of needed improvement in camp facilities or equipment.
- For any overnight, off-site, hiking, or outpost events, assist operations director and/or kitchen staff in preparing food and other supplies for the trip.
- Help develop and maintain a high state of morale in the camp community. Set an example for all staff. Lead devotions and Bible talks on occasion. Be present and on time for all staff meetings.
- Develop meaningful relationships with gender specific staff members by being an encourager, listening ear, and through prayer support.
- Ensure that staff are following all policies and procedures as outlined in the staff manual, and communicate any major problems to the Camp Director.
- At times, this position may be called upon to assist with the transportation of campers to and from off-site activities.
- Enforce relevant camp rules during activities, and help to handle discipline cases as they arise.
- Perform other tasks assigned to you, as necessary.
- Have fun.

Post-Camp Responsibilities:

- Assist camp director in evaluation of camp and counselors.
- Suggest additional supplies needed, and present inventory of current supplies.
- Assist operations director in organization of camp clean up.
- Make sure equipment is packed away neatly.