

JOB DESCRIPTION

Position Title and Age Requirement: Day Camp Manager, 21 years old by June 1, 2019

Job's Time Frame: June 3-August 17, 2019

Reports To: Program Director

Key Work Relationships: Day Camp Counselors, Program Staff, Resident Camp Manager

Position Summary

The Day Camp Manager is responsible for the smooth running of Day Camp. They plan the daily program, lead certain events, mentor the counselors, and assist with camper issues. In cooperation with the Day Camp Team, they ensure that campers and staff have a great camp experience, and they are equipped and taken care of physically, emotionally and spiritually. They facilitate the campers' and counselors' growth personally and spiritually. They support their team with advice, encouragement and prayer.

Key Job Functions

- Uphold and consistently demonstrate Camp Men-O-Lan's core values and strive to achieve its mission
- Develop an atmosphere where each counselor feels accepted and supported
- Mentor Counselors, help them grow in their leadership roles, as well as in their relationship with Jesus, and conduct regular check-ins
- Pre-check Bible study plans and regularly visit Bible studies and provide constructive feedback
- Plan and work out the details of the daily routine and logistics, and together with the Day Camp Team, plan, prepare and lead camp special events, including daily Theme Time
- Communicate with Resident Camp and Program Staff regarding schedule and activities
- Assist with careful and loving discipline for campers (and when needed, counselors)
- Maintain high level of confidentiality when it comes to camper and staff information, including discipline and mandated reports
- Facilitate camper check-in and check-out, and aspire to build a positive rapport with parents at drop-off and pick-up
- Learn and follow emergency protocol as needed and consistently uphold high safety standards
- Actively participate in the organization and leading of Staff Training Week
- Lead weekday morning and Friday evening staff meetings and devotions
- Regularly check in with Program Director
- Conduct counselor evaluation and camp evaluation
- Lead end-of-summer Day Camp clean-up

- Keep camp areas clean and orderly and handle camp equipment with care
- Other tasks that contribute to the smooth running of the ministry and a great camper experience

Experience and Qualities

- Experience with children is required
- Committed follower of Jesus Christ with sufficient knowledge of the Bible
- Previous leadership experience and strong leadership skills are required
- Responsible and reliable, demonstrates high level of integrity
- Takes initiative and flexible
- Creative and innovative
- Great organizational skills
- Kind and respectful, with good communication skills
- Outgoing, energetic, and passionate
- Nurturing
- Endurance and perseverance

Working Conditions and Physical Requirements

- Must be able to maintain leadership and emotional stability while mentoring staff members and helping with camper issues, often with little sleep and under stress
- Ability to stay energized from early morning till evening maintaining a positive attitude
- Must be able to participate in high-energy games and activities (including but not limited to running, jumping, climbing, hiking in the woods, and swimming)

The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements. All indicated qualifications, duties and requirements are essential job functions for purposes of the Americans with Disabilities Act (ADA).