

# JOB DESCRIPTION

**Position Title and Age Requirement:** Resident Camp Manager, 21 years old by June 1, 2021

**Job's Time Frame:** June 7-July 31, 2021

**Compensation:** Pre-Orientation and Orientation: \$150 per week (June 7-25); \$350 per camp session worked; room and board provided

**Reports To:** Program Director

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

## Position Summary

The Resident Camp Manager is responsible for the smooth running of Resident Camp. They plan the daily program, lead certain events, mentor the Head Counselors, handle paperwork, and assist with camper and counselor needs. In cooperation with the Resident 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 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 Head Counselors
- Together with the Head Counselors, plan, prepare and lead camp events, including evening programs, group games, etc.
- Communicate with Day Camp and Program Staff regarding schedule and activities
- Assist with careful and loving discipline
- Maintain high level of confidentiality regarding camper and staff information, including discipline and mandated reports
- Assist with camper check-in and check-out, and aspire to build a positive rapport with parents at drop off and pick up
- Uphold high safety standards and follow emergency protocol
- Oversee and enforce COVID-19 safety protocol according to CDC and Pennsylvania state guidelines
- Actively participate in the organization and leading of Staff Training Week
- Lead Resident Camp staff meetings
- Regularly check in with Program Director
- Conduct counselor evaluation and camp evaluation
- Lead end-of-season Resident Camp cleanup
- Other tasks that contribute to the smooth running of the ministry and a great camper experience

## Experience and Qualities

- Committed follower of Jesus Christ with sufficient knowledge of the Bible
- Experience with children is required
- Previous leadership experience and strong leadership skills are required
- Responsible and reliable, demonstrates high level of integrity
- Takes initiative and flexible
- Creative and innovative
- Has great organizational skills
- Kind and respectful, with good communication skills
- Outgoing, energetic, and passionate
- Nurturing
- Models 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)
- Must be able to use cleaning supplies following CDC guidelines

*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).*