

North Central Camp Cherith Job Description

Position: Girls Program Director
Reports to: Executive Director
Revised: September 25, 2017

Summary

The Summer Girls Program Director of North Central Camp Cherith (NCCC) will have primary responsibility (through direct work or supervision/delegation) for all aspects of the camper experience during girls only residential summer camp weeks. Responsibilities include: planning spiritual and fun themes, recruiting, hiring, supervising, and evaluating of all camp counselors and division directors. She will assist Operations Director in staffing facilities positions, including volunteers. She will plan and implement staff orientation and training. Position requires living and working on-site 7-8 weeks during summer and 4-6 weeks equivalent time (off site) in varied tasks throughout year. The Program Director will model to staff and campers: love, service, loyalty, dependability, flexibility, and a devotion to Jesus Christ.

Essential Duties and Responsibilities

- Attend monthly Summer Operations Committee meetings held September - May.
- Recruit, hire, and terminate (if needed), camp staff who report to the Program Director
- Develop and implement appropriate orientation and training for camp staff
- Oversee the daily and weekly camp programs and shared administration responsibilities.
- Plan and conduct staff meetings. Meet with Operations Director and Division Directors daily.
- Respond to camper personal, medical, behavioral issues that arise. Key point of contact for communication with parents and families of campers for any issues.
- Ensure safety and well-being of campers and staff
- Implement camp programming in accordance with ACA accreditation standards.
- Ensure excellence in camp leadership and staff by providing performance feedback, pastoral encouragement for staff and campers, planning staff bible studies, encouraging spiritual growth
- Conduct and document staff evaluations, including end of season evaluations
- Demonstrate professional conduct at all times.
- Research and promote enhancements to camp procedures and programming.
- In conjunction with other Directors and Board, develop, implement, and maintain the strategic plans for the camp.
- Be willing to serve and to perform tasks beyond those assigned

Requirements:

- As a camp with separate gender weeks for campers, only female applicants will be considered for the Girls Director position.
- Demonstrate an active and growing faith in Jesus Christ, with a heart for salvation and growth in others.
- Must pass North Central Camp Cherith's criminal background check standards
- Must agree with North Central Camp Cherith's Statement of Faith and be able to articulate the salvation message to campers.
- Must agree to promote, enforce, and abide by the policies in Staff Manual
- Ability to live at camp and work FT 7-8 weeks in summer and 4-6 weeks (equivalent flexible hours from non-camp location) throughout year.

Desired Qualities and Experience:

- Spiritual and emotional maturity
- Age 25 or older
- B.A. degree
- Camp Cherith staff experience
- 2-3 years leadership and supervisory experience
- Experience working with youth
- Passenger bus driver's license (or willingness to obtain)

Skills, Knowledge and Abilities

- Adaptability & flexibility
- Interpersonal communication skills
- Enthusiasm and Creativity working with youth
- Organization and Execution
- Initiative
- Public Speaking and Meeting Facilitation
- Dependability and Punctuality
- Knowledge of camper age-group characteristics
- Computer (Microsoft Office & Google Docs) and Database knowledge

Physical Abilities & Risks

- Physical ability to live at camp, walking daily 3-5 miles on uneven terrain, including steps.
- Position may require interruptions during night sleep.
- Requires ability to bend, stoop, kneel, and lift on daily basis 20 pounds.
- Exposure to insects, bees, snakes, rodents, ticks and weather extremes

Contact: info@camp-cherith.com

www.camp-cherith.com