



**Job title: Program Director at The Marsh Day Camp**

**Reports to: Director of The Marsh**

**The mission of Sandy Cove Ministries is to help people (kids) connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.**

**Position Summary:** The Program Director is responsible for the development and delivery of a day camp experience that is safe, fun, and appropriate to the campers' age and abilities. They also assist in the management of the overall camp operation at the direction of the Director of The Marsh. The Program Director will have direct relationships with the counseling staff and may supervise Counselors. The Program Director may in some cases act as an Assistant Camp Director and be placed in charge when the Director is absent.

**Position Purpose:** The Program Director is responsible for maintaining the daily schedule while motivating staff to achieve the camp's goals and function within the philosophies and safety expectations. The Program Director will create an environment at The Marsh to help campers learn skills, have fun and grow in their relationship with Christ.

**Role Qualifications:**

- Have a personal relationship with Jesus Christ that is portrayed in your personal and public life.
- Love kids.
- Demonstrates collaborative, straight forward, team oriented leadership.
- Experience working with children in a variety of settings.
- Ability to teach and lead various recreational activities.
- Capable of program planning and basic supervisory role.
- Excellent character, integrity and adaptability.
- Ability to communicate and work with a variety of age and skill levels.
- Comfortable speaking and performing in front of large groups.
- Enthusiasm, sense of humor, patience and self-control.
- Willingness to work hard and serve in difficult situations.
- Certified Red Cross First Aid/CPR or ability to pass course if necessary.
- Pass required background checks.
- At least one year experience working in a camp setting.
- At least 21 years of age.

**Essential Job Functions/Position Responsibilities:**

- Participate as a member of the camp staff team to deliver and supervise daily camp functions, special events and other all-camp activities and evening programs.
- Use sound Biblical knowledge to prepare, deliver and process a spiritual message - creating a chapel experience that challenges each camper to grow in his/her knowledge of the Word of God and it's meaning to his/her life.
- Review BLAST curriculum and ensure counselors are prepared to present the Bible lesson.
- Provide spiritual encouragement and guidance to Counselors through all-staff meetings and as needed.
- Understand what an age-appropriate testimony is and facilitate Late Night campfire sharing.
- Participate enthusiastically in camp activities; providing support, ongoing program ideas, feedback and guidance to Counselors and Activity Specialists.
- Assist the Activities Director as needed in developing staff and camper schedules for programs and activities.
- Identify and respond to camper behavior issues.

- Encourage respect for personal property, camp equipment and facilities.
- Know, enforce, and follow all safety and emergency guidelines associated with the camp and all activities.
- Clearly and enthusiastically communicate to staff and campers the skills, safety requirements and guidelines needed in all planned activities.
- Know and understand all emergency procedures associated with The Marsh and Sandy Cove Ministries.
- Set a good example for campers in all areas – including respect for others, participation, cleanliness, punctuality, rules, and sportsmanship.
- Evaluate the success of the program and the development of campers' skills and abilities.
- Assist in maintaining accurate program records including incident reports, logbook documentation and daily attendance.
- Prepare for and actively participate in pre-camp training and weekly meetings.
- Meet/communicate regularly with Director regarding concerns, updates and challenges.
- Share recommendations and concerns with Director regarding Counselors.
- Work cooperatively to resolve issues with other staff, campers, programs, and facilities both at The Marsh and Sandy Cove Ministries.
- Perform all related necessary duties as requested by The Marsh Director or Activities Director.

### **Essential skills and experience**

- Understanding of the development needs of youth.
- Ability to relate to youth, peers and adults in a positive manner.
- Demonstrated knowledge, skill and certification where required in camp program areas.
- Ability to communicate clearly and with energy, working with groups of various ages and skill levels and provide necessary instruction and supervision.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

### **Reporting to this position: Counselors**

### **Physical demands of work environment:**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Requires normal range of hearing and eyesight to respond to environmental and other hazards, as well as record, prepare, and communicate appropriate camper activities/programs.
- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, canoeing, archery, swimming, team building initiatives, building campfires, physical games, and activities.
- Must have the ability to restrain and physically support children when needed for safety in general camp activities (child weighing 50 - 200 pounds) and physically be able to respond appropriately to situations requiring first aid. Must also be able to assist campers in an emergency (fire, evacuation, illness, or injury).
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities. Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

**General sign-off:** The employee is expected to adhere to all company policies of Sandy Cove Ministries.

**I have read and understand this explanation and job description.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_