



**Job title: Activities 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 Activities Director is responsible for the development and delivery of an activities program that is safe, fun, and appropriate to the campers' age and abilities. Skill-based programs as well as creative, theme based fun programs will be designed to provide opportunities for the group so that each camper experiences success while at camp. The Activities Director will have direct relationships with the counseling staff and may supervise Counselors. The Activities Director may in some cases act as an Assistant Camp Director and be placed in charge when the Director is absent.

**Position Purpose:** The Activities Director is responsible for creating and facilitating The Marsh daily schedule using activities, creative adventures, recreational sports and unique games 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.
- 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.
- Certified Lifeguard or ability to pass course if necessary.
- Certified Archery Instructor or ability to pass course if necessary.
- Certified Canoeing Instructor 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.
- Develop staff and camper schedules for programs and activities (morning activity blocks, daily special activities, large group activities, and special days) incorporating weekly theme.
- Clearly communicate scheduling and activities with The Marsh staff, as well as other departments at Sandy Cove Ministries when needed, and providing information regarding changes as soon as possible.
- Prepare rainy day activities and staffing schedules when needed.
- Support the Activities Specialist in prepping and facilitating the activities schedule.
- Facilitate the staffing of all activities areas requiring trained staff including but not limited to archery, canoeing, outdoor skills, and swimming.

- Clearly and enthusiastically communicate to staff and campers the skills, safety requirements and guidelines needed in all planned activities.
- Oversee the daily check of activity areas and equipment for safety, cleanliness and good repair.
- Facilitate weekly swim tests for campers and maintain swim level lists.
- Identify and respond to camper behavior issues.
- Encourage respect for personal property, camp equipment and facilities.
- Know, enforce, and follow all safety guidelines associated with the camp and all activity areas.
- Know and understand all emergency procedures associated with The Marsh and Sandy Cove Ministries.
- Set a good example for campers in all you do at camp.
- Assist in maintaining accurate program records including incident reports and logbook documentation.
- 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 and Activity Specialist.
- 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 Program 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, Activities Specialist

**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: \_\_\_\_\_