



POSITION DESCRIPTION

Title: Summer Camp Director	
Reports to: Family Life Center Director	Department: Family Life Center
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt
<p>Position Summary: The Summer Camp Director is responsible for the planning, facilitation and review of a fun, safe and nurturing summer camp environment. This role deals a lot in people-relations so excellent communication, interpersonal and relational skills are required. Must be energetic, passionate and kind.</p>	
<p>Essential Duties and Responsibilities:</p> <p>Pre-Camp</p> <ul style="list-style-type: none"> ⑥ Communicate with the Summer Camp Program Planning Team and FLC Director during camp planning process. ⑥ Work with appropriate committee to review policies, procedures, camp applications, job descriptions and interview questions. ⑥ Oversee the hiring of the Assistant Director, Senior Counselors and Junior Counselors. ⑥ Plan and facilitate pre-camp staff orientation. ⑥ Plan and facilitate pre-camp parent orientation. ⑥ Create program schedules and activities alongside the Assistant Camp Director. ⑥ Assign Counselors to specific tasks and responsibilities. ⑥ Establish emergency rules and safety procedures. Train and test all staff. <p>During Camp</p> <ul style="list-style-type: none"> ⑥ Facilitate daily meetings with Senior and Junior Counselors. ⑥ Communicate regularly with the FLC Manager, Assistant Camp Director and Counselors to provide support and supervision. ⑥ Monitor and coach staff. ⑥ Receive and address staff, camper and parent questions and concerns. ⑥ Address camper behavior issues as needed. ⑥ Teach staff and campers and lead practice drills for fire, foul weather, lost camper, serious life-threatening situations and camp trespassers. ⑥ Ensure that lifeguards are professionally trained to address water-related concerns. ⑥ Ensure maintenance of facility and equipment. Notify FLC Director of need for maintenance or repairs. ⑥ Perform walk-through with Assistant Director at the beginning and end of each day. ⑥ Complete incident reports as required. Train staff on and oversee the proper and timely completion of incident reports. ⑥ Submit weekly report of camp operations to FLC Director. <p>Post-Camp</p> <ul style="list-style-type: none"> ⑥ Review and analyze camp successes and areas for improvement. Submit report to the FLC Director. ⑥ Conduct staff performance reviews. Participate in the FLC Director's performance review. 	



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- ⑥ Be consistent and accountable in reading and studying the Bible.
- ⑥ Be knowledgeable and a faithful supporter of the rules, regulations and the ministry of the church.

Additional Duties and Responsibilities:

This job description is intended to convey information essential to understanding the scope of the Summer Camp Director position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Additional duties may be assigned by the FLC Director.

Required Qualifications

- ⑥ Bachelor's Degree in Education or related field.
- ⑥ Minimum of five (5) years of experience as an on-site childcare learning center director or group day care home administrator/director.
- ⑥ Must meet all state requirements of summer camp directors including background check.
- ⑥ Completed Safeguarding Against Child Abuse (SACA) certification program.
- ⑥ Completed 40-hour director training course approved by *Bright from the Start*.
- ⑥ Understanding of children's development.
- ⑥ Experience planning and developing camp curricula and modifying activities as required.
- ⑥ Ability to manage budgets and monitor expenses.

Desired Competencies:

- ⑥ Be a person of Godly character, displaying the fruit of a walk with God (Galatians 5), and strive to promote and enhance the spiritual well-being and morale of others.
- ⑥ Positive and respectful attitude using a high degree of tact, diplomacy, discretion and courtesy in gesture and speech.
- ⑥ Self-starter with ability to problem solve and make independent decisions in alignment with the vision and values of Beulah Missionary Baptist Church.
- ⑥ God-given passion to be a role model.
- ⑥ Excellent leadership skills with the ability to motivate, teach and nurture staff.
- ⑥ Excellent interpersonal and communication skills.
- ⑥ Must be confident working with a diverse group of individuals including children and senior citizens.
- ⑥ Must have the desire and passion to work with, nurture and support children.

Scope and Impact:

The Summer Camp Director is responsible for the success of the Summer Camp Program. If responsibilities are not performed satisfactorily, participation may decline, staff may be inadequate, activities may not maintain children's' attention and excitement.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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- ⑥ Work both outside and inside in a children's camp environment.
- ⑥ Frequently sit, stand and walk.
- ⑥ Frequently use hands to handle, feel and grasp.
- ⑥ Frequently climb or balance, stoop, kneel, crouch or crawl.
- ⑥ Frequently work in a team, sometimes alone.
- ⑥ Sometimes lift and/or move up to 25 pounds.
- ⑥ The noise level in the work environment is often high.

Limitations and Disclaimer:

The above position description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/ or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Acknowledgement of Receipt and Understanding

Employee (print name):

Employee Signature:

Date:

Approved by Department Head:

Received by Human Resources:



POSITION DESCRIPTION

Job Description Summer Camp Counselors



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Title: Summer Camp Counselor	
Reports to: Summer Camp Director	Department: Family Life Center
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt
<p>Position Summary: Summer Camp Counselors are responsible for the safety and engagement of campers during Summer Camp ensuring that they learn and have fun.</p>	
<p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> ⑥ Supervise campers at all times during camp. ⑥ Coordinate daily schedule of camper activities. ⑥ Lead recreational and educational activities. Educate campers through games and explorations. ⑥ Resolve occasional fights between children and address behavioral issues. ⑥ Ensure that all safety rules are followed. ⑥ Ensure the proper use and maintenance of camp equipment. ⑥ Perform first aid or take care of injuries as needed including completing accident reports. ⑥ Be consistent and accountable in reading and studying the Bible. ⑥ Be knowledgeable and a faithful supporter of the rules, regulations and the ministry of the church. <p>Additional Duties and Responsibilities: This job description is intended to convey information essential to understanding the scope of the Summer Camp Counselor position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Additional duties may be assigned by the Summer Camp Director.</p>	
<p>Required Qualifications</p> <ul style="list-style-type: none"> ⑥ Proven experience as a Camp Counselor or similar role working with children. ⑥ Completed Safeguarding Against Child Abuse (SACA) certification program. ⑥ Must be able to participate in potentially strenuous physical activities. ⑥ Demonstrated skills in conflict mediation. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> ⑥ First aid and CPR certified. 	
<p>Desired Competencies:</p> <ul style="list-style-type: none"> ⑥ Positive and respectful attitude while working with leadership, peers, campers and parents. ⑥ Ability and comfort working in a fast-paced environment. ⑥ God-given passion to be a role model. ⑥ Excellent interpersonal and communication skills. ⑥ Willingness to take directives from leadership. ⑥ Must be confident working with a diverse group of individuals including children and senior citizens. 	



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- Ⓒ Must have the desire and passion to work with, nurture and support children.

Scope and Impact:

Summer Camp Counselors are responsible for the safety and engagement of campers. Failure to complete responsibilities satisfactorily may result in camper disengagement and/or injury.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ⓒ Primarily works in the sanctuary or other large hall/event environment.
- Ⓒ Frequently sit, stand and walk.
- Ⓒ Frequently use hands to handle, feel and grasp.
- Ⓒ Sometimes climb or balance, stoop, kneel, crouch or crawl.
- Ⓒ Sometimes lift and/or move up to 25 pounds.
- Ⓒ The noise level in the work environment is often high.

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