

Ranger Lake Bible Camp

Job Description

POSITION: Program Director

Rev Date 04-09-2018

RESPONSIBLE TO: Camp Director

JOB SUMMARY

We want our campers to have the best week of their summer! The Program Director enables this through their oversight and implementation of the summer camp program. This Director makes sure that fun is a regular part of camp!

ORGANIZATIONAL STRUCTURE

- Reports to the Camp Director
- Communicates regularly with other directors to ensure shared assets are properly cared for and reserved

PERSONAL REQUIREMENTS

- Must be a mature individual seeking to honour God with their life. This includes an active and developing relationship with God
- Willing to work flexible hours
- Must be in agreement with One Hope Canada's Statement of Affirmation

SKILLS

- Able to communicate effectively with campers in a group setting
- Strong organization and administration skills a must
- Can implement creative ideas, making camp activities fun
- Has a thorough understanding of and is experienced in camp activities

DUTIES

- Administrate and oversee program assets
 - organizing program cabin, ensuring its cleanliness
 - ensuring all activity supplies are in repair and adequate supply of consumable supplies are on hand (such as pellets and arrows)
- Teach and oversee cabin staff in leading daily skill sessions
 - ensuring that the SELF principle is being observed at all activities
 - leading training sessions at staff training
 - Assist cabin leaders in making daily lesson plans, ensuring this task is completed
- Organize skill sessions for campers and staff
 - use "skill picker" application for skill assignment
 - ensure the right trained staff are assigned to each skill
 - ensure attendance is taken at each skill session
- Lead mealtime, including prayer, announcements, and announcing "seconds"
- Work with Camp Director in organizing other extra fun activities

- Organize spring retreat programming
 - produce schedules for groups, activities, and staffing
 - ensure staff are properly trained
 - resource other staff in planning evening games, and leading these games occasionally