



**Director**

Position Summary

The Director complements the vision and direction of the Camp and assumes primary responsibilities in programming and personnel.

Qualifications

Personal qualifications:

- Maturing follower of Jesus Christ with a heart for outreach
- Agreement with the Camp's *Statement of Faith* and its objectives
- Self-starter
- Personable and courteous
- Faithful, available and teachable

Professional qualifications:

- Bible College / Seminary education preferred
- Ministry experience in the areas of children and youth
- Administration, organization and leaderships skills
- Team player

Reporting / Accountability Relationships

Operational:               The Director is accountable to the Camp President on a day-to-day basis.  
Positional:                The Director is accountable to the Camp Board, which has been delegated authority by the affiliated churches.

Primary Responsibilities:

Consistent with the vision and objectives of the Camp, the Director is responsible for the following areas of ministry:

Programming

The Director shall:

- a) Work with the Program Committee in implementing the camp program.
- b) Schedule daily activities for each camp session such as crafts, chapels, waterfront and sports, seeking to maintain a high level of excellence.
- c) Oversee all programming to ensure it meets safety regulations as well as a standard of moral or Biblical excellence.
- d) Ensure sound Biblical teaching occurs throughout each camp session.
- e) Ensure spiritual counselling occurs with campers as opportunities arise.
- f) Purchase, with the Program Committee's approval and/or assistance, program materials and supplies (excluding food-related supplies), taking into consideration cost-effectiveness.
- g) Recommend new or improved program ideas and additional camp sessions to the Program Committee for approval or consideration.



**Director (continued)**

Personnel

The Director shall:

- a) Assist the Personnel Committee in recruiting camp staff including speakers, counsellors, nurses, maintenance workers, lifeguards and activity leaders.
- b) Develop in consultation with the Personnel Committee a staff training program.
- c) Conduct staff training prior to camp sessions and develop staff through regular meetings and evaluation during each camp session.
- d) Lead or coordinate daily and weekly staff meetings, prayer and devotions.
- e) Deal with staff issues.
- f) Encourage staff in daily duties.

Administration / Organization

The Director shall:

- a) Keep a written time log that shall be available to the Camp Board when requested.
- b) Provide to the Camp President on a regular basis a progress report of the Camp ministry.
- c) Coordinate camper registration and assign campers and staff to cabins.
- d) Interpret Camp policies to staff and campers.
- e) Notify parents, in consultation with the Nurse, of any serious injuries or visits to the Hospital.
- f) Ensure evaluation and follow-up takes place with each camper.
- g) Maintain camper, staff and program records and forward to the Camp Secretary.
- h) Forward all Camp-related bills to the Treasurer in a timely manner.
- i) Ensure monies received from registration, canteen and sales are forwarded to the Treasurer.
- j) Attend Camp Board meetings as requested.
- k) Submit written reports to the Camp Board as requested.
- l) Submit a year-end report to be included in the Camp Annual Report.

Promotion

The Director shall:

- a) Assist the Promotions Committee in promoting the Camp.

General

The Director shall:

- a) Work in harmony with and in support of the Camp Board.
- b) Ensure the campgrounds are secure from undesired outside influences such as unruly visitors, animals, etc.
- c) Provide appropriate discipline to disruptive campers.
- d) Exhibit traits that will positively contribute to the reputation of the Camp and the effectiveness of its ministry for Jesus Christ.
- e) Assume other duties as assigned by the Camp Board or the Camp President.