

SUMMER CAMP DIRECTOR AT BURNAMWOOD POSITION DESCRIPTION

TERM

Summer camp season as outlined in offer letter.

JOB DESCRIPTION

The Summer Director shall assist in providing a joyful and educational experience for campers that will elevate their spiritual growth in relation to the Christian community and enhance their knowledge and stewardship of the natural environment, as well as supervise the summer counselors and create a positive and safe working environment for everyone. The Summer Camp Director is an incredibly awesome person who can provide a safe environment so campers of variety of ages and personalities have the best week of their summer. The Summer Camp Director must possess the ability to supervise and manage a staff of summer camp counselors and counselor-in-trainings.

TASKS

The Burnamwood Summer Camp Director will

- Act as a liaison between the staff, campers and their respective guardians.
- Supervise assigned group and report (per Presbytery of Transylvania Personnel Guidelines) any violation of camp policies, procedures or rules that may affect the safety, health or well being of any camper or staff member.
- Personally adhere to all policies, procedures, rules or covenants of Burnamwood and the Presbytery.
- Provide complete attention to all training, orientation materials and presentations.
- Direct High School Leadership retreat and other events as necessary.
- Manage summer supply budget within approved budget
- Supervise the cleanliness of facilities and grounds of Burnamwood and assist as necessary.
- Carry out programming as assigned.
- Coordinate Counselor-in-Training schedules
- Assist with administrative duties.
- Troubleshoot as necessary.

QUALIFICATIONS

- High School Diploma/GED
- Outdoor skills
- Ability to reach all physical areas of camp facilities and grounds.
- CPR and First Aid Certified (will be trained upon offer, if one does not already posses certification)
- Administrative capabilities
- Works well with children and youth
- Strong organizational and interpersonal skills

DESIRED SKILLS AND QUALIFICATIONS

- A history in youth ministry
- Comfortable leading music and teaching camp songs
- College Degree - *preferable*