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# SUMMER CAMP PROGRAM TEAM

## POSITION DESCRIPTION

### WAYZATA COMMUNITY CHURCH

(\*position includes pre-camp responsibilities and compensation, as negotiated)

## POSITION SUMMARY

The PROGRAM TEAM develops the activities of each hour, day, and session at Camp always upholding the goals of Camp, and an equal and excellent experience for every Camper, each camp session. The Program Team, under the leadership of the Program Director, develops, executes and provides leadership in the programmatic details of the entire summer, in the mission and spirit of Summer Camp Ministry.

## Key Responsibilities

### Pre-Camp Preparation\*

- Under the leadership of the Program Team Director, plan all programmatic details appropriate for each age group (full group games and activities, morning, afternoon and night time events, options, themes, sells, characters, videos, etc).
- Under the leadership of the Program Team Director develop new program ideas, as well as expand upon current activities.
- Gathering of supplies and advance preparation needed for summer.
- Under the leadership of the Program Team Director, organize planning timeline in order to be appropriately prepared for the summer (purchasing of large items, outside vendors, etc...).

### In-Camp

- Instill a positive attitude within the Staff that promotes safety, service, love, and compassion for all who come to Camp, ensuring these values are promoted in all choices with great sensitivity and integrity (including language, humor, competitive settings, character/skits, music, etc).
- Provide leadership and execute all programmatic details during each Camp session, maintaining the schedule and appropriate length of day.
- Communicate program details and provide leadership for the entire summer Staff.
- When directed by Program Team Director, make supply trips into town, orders, and logistics.
- Attend daily Staff meetings as needed.
- Attend daily Program Team meetings, working diligently to build trust and accountability within a fast-paced camp schedule.

## Essential Job Functions

- Comfortable managing a high level of detail, individually as well as with a team.
- Able to deliver excellence and equality from the first session to the last, despite the repetitive nature of 8-9 camp sessions.
- Emotional resiliency (handles stressful situations appropriately) and cognitive abilities (mental skills necessary) to carry out job responsibilities in a high paced, social environment
- Ability to establish and maintain appropriate professional relationships

- Ability to be focused each day, with an attitude that is energetic and upbeat.
- Interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy) to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries
- Physical endurance to be on one's feet walking, bending, twisting, reaching above head, and carrying items, etc. In other words, being physically active, for 8 continuous hours and have the ability to run or walk fast 1/4 of a mile without stopping
- Ability to read, understand and follow printed instructions in English
- Ability to work in a variety of outside weather conditions – heat, cold, humidity, wind, precipitation, lake water recreation, wooded areas and environmental factors associated with the out of doors
- Ability to work as part of a team
- Attentiveness to details, equipment, and facilities to ensure utilization, proper care, and maintenance guidelines are followed
- Willing to live in a camp setting and work irregular hours delivering camp programming in the facility available.
- Ability to assist Work Crew and Campers in an emergency (fire, evacuation, illness, injury, severe weather)
- Ability to observe work crew behavior, assess its appropriateness and apply appropriate behavior-management techniques
- Possess visual and auditory ability to identify and respond to environmental and other hazards related to the camp program
- Ability to stand, stoop, kneel, crouch, walk, reach, use hands/fingers (dexterity) and lift up to 40 pounds

## Organizational Relationships

- Reports to Camp Director and Staff Director.
- Supervised by Program Team Director.
- Evaluated and supported by Staff Director

## Experience and Education

### Required:

- A faith anchored life and willingness to embrace and support the relational ministry model of Wayzata Community Church Summer Camp Ministry.
- 1-2 years experience as a Counselor-in-Training (CIT)/Counselor at WCC Summer Camp, or comparable setting
- Comfortable doing a high percentage of work behind the scenes, with limited interaction with the wide Camp community.
- Willingness to develop “up-front” skills, like announcements, activity instructions, character skits – in ways that are engaging, and Camper-focused, and guided at all times by the goals of Camp
- Proven leadership experience.
- At least 2 years post-high school graduation study or work experience
- Enjoys working with children and students

**Preferred:**

- Experience participating in and/or coordinating high level events
- Theater or creative arts experience