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# SUMMER CAMP STAFF DIRECTOR

## POSITION DESCRIPTION

### WAYZATA COMMUNITY CHURCH

#### POSITION SUMMARY

The STAFF DIRECTOR leads, oversees, and directs all Summer Camp Counselors-in-Training (CITs), and Counselors based on the WCC relational ministry model and goals of Camp. The Staff Director provides regular feedback to each CIT and Counselor, as well as implements creative activities, development and relationship-building activities to encourage Counselors/CITs through ongoing staff training, faith formation, team building, leadership development and pastoral care. The Staff Director must be an example of leadership that reflects the mission and spirit of the Summer Camp Ministry.

#### Key Responsibilities

##### Pre-Camp Start Date

- Brainstorm activities and discussions that will enhance community building and promote openness and growth within the staff.
- Participate in pre-camp communications to counseling staff, with cooperation from Camp Director.
- Preview staff training content with Camp Director.
- Oversee creation of daily Counselor and CIT meeting content, in cooperation with Head Counselor and Camp Director.
- Oversee creation of weekly schedule, evaluation plan, camp staff community, and in-between camp schedule session for Counselors and CITs.

##### In-Camp

- Minister to the needs of individual staff members and the collective team, including providing individual attention, support, and constructive feedback to Counselors, and CITs during each camp session.
- Instill a positive attitude within the entire camp staff that promotes safety, service, love, and compassion for all who come to Camp.
- Carry out special projects related to the care of the staff.
- Create and implement daily CIT/ Counselor meeting content.
- Attend camp program events to observe and offer feedback.
- Attend daily Staff Meeting.
- Mediate any camper or staff conflicts and involve the Camp Director, as needed, following WCC protocol and policies.
- Assist in planning and executing in-session and between-session time off and fellowship activities for camp staff.
- Provide regular, consistent and encouraging evaluation to counseling staff.
- Participate in the leadership training process for the camp staff.
- Ensure each Counselor/CIT's competency to lead small group facilitation (in cabin groups and small group settings).



- Provide training and best practices for small group facilitation and building cabin community.
- Assist in making the cabin assignments for each session as outlined in Camp Policy with Faith Formation Team Administrator.
- Attend to injured/sick campers to provide support to the Camp Nurse and Counselors/CITs for that child. The Staff Director is the first contacts for Hospital Runs, coordinated with the Camp Director and the medical team member (doctor or nurse) in camp.
- Organize small group supplies and place staff members in their small group leader teams for each camp session.
- Visit each cabin daily to check-in and report any maintenance needs for the cabins.
- Make afternoon assignments and make sure counseling staff know the expectations of each activity.

## Essential Job Functions

- 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
- Able to lead, by example and by verbal instruction, with a high sense of integrity, maturity and consistency
- Able to demonstrate boundaries within staff relationships necessary to offer criticism and guidance.
- Ability to work as part of a team
- Ability to observe counselor, CIT, and camper behavior, assess its appropriateness and apply appropriate behavior-management techniques
- Ability to assist staff and campers in an emergency (fire, evacuation, illness, injury, severe weather)
- 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
- Willing to live in a camp setting and work irregular hours delivering camp programming in the facility available.
- Attentiveness to details, equipment, and facilities to ensure utilization, proper care, and maintenance guidelines are followed
- Ability to stand, stoop, kneel, crouch, walk, reach, use hands/fingers (dexterity)
- Possess visual and auditory ability to identify and respond to environmental and other hazards related to the camp program

## Organizational Relationships



- Reports to and evaluated by Camp Director.
- Camp staff reports to Staff Director for relational & logistical counsel.

## 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.
- Minimum 4 years (CIT, Counselor) experience at WCC Summer Camp or comparable setting.
- At least 2 years post-high school graduation work experience or education
- Proven leadership experience.

### **Preferred:**

- Counseling, education and/or camp and recreation related background or experience
- Leadership training experience.















