

SUMMER CAMP PROGRAM DIRECTOR

POSITION DESCRIPTION

WAYZATA COMMUNITY CHURCH

(*position includes pre-camp responsibilities)

POSITION SUMMARY

The PROGRAM DIRECTOR oversees and directs the Program Team in all aspects of the programmatic life of Summer Camp. The Program Director is an integral member of the Program Team participating in all aspects of the Program Team duties as well as leading the members of the Program Team. The Program Team is responsible for the development and execution of all programmatic details of the entire summer, in the mission and spirit of Summer Camp Ministry. 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 camp session.

Key Responsibilities

- Pre-Camp Preparation*
 - Oversee 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).
 - Guide Program Team in development of new program ideas, as well as expansion of current and new activities.
 - Guide the Program Team in the benefits and challenges of the high degree of behind-the-scenes tasks, including managing isolation, and taking full advantage of limited interaction with the wider camp community, and self-care.
 - Provide feedback as Program Team members develop their skills in front of campers (for example announcements, instructions, character skits, etc) to guide them in ways that are engaging, camper-focused, and consistent at all times to the goals of camp).
 - Coordinate the gathering of supplies and advance preparation needed for summer.
 - Organize planning timeline in order to be appropriately prepared for the summer (purchasing of large items, outside vendors, etc.).
 - In-Camp Responsibilities
 - Lead all Program Team members in building a positive attitude within the staff that promotes safety, service, love, and compassion for all who come to Camp. These values must be 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.
 - Oversee and provide leadership in the development of a Communication Plan that conveys necessary programmatic details to staff each day.
 - Organize/delegate supplies and needed trips into town, supply orders, and logistics.
 - Attend daily Operations Meeting and Staff Meetings.
 - Provide leadership to daily Program Team meetings, working diligently to build trust and accountability within a fast-paced camp schedule.
- In collaboration with Work Crew Director, direct Work Crew in support of Camp program, including but not limited to, equipment set up, facility preparation and clean up.

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 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.
- 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 having 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 outdoors.
- Ability to work as part of a team.
- 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 assist work crew and campers in an emergency (fire, evacuation, illness, injury, severe weather).
- 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 and evaluated by the Camp Director.
- Directs Program Team.

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.
- 2-3 years experience on WCC Summer Camp Program Team, or comparable setting.
- Proven experience in team building, leadership development, and offering constructive criticism and encouragement to a team as they develop from various levels of experience and skill.
- Proven experience using “up-front” skills, like announcements, activity instructions, character

skits – in ways that are engaging, and camper-focused, and guided by the goals of camp.

- Comfortable doing a high percentage of work behind the scenes, with limited interaction with the wider camp community.
- 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