

WCC SUMMER CAMP

STAFF DIRECTOR

POSITION DESCRIPTION

WAYZATA COMMUNITY CHURCH

POSITION SUMMARY

The STAFF DIRECTOR leads, oversees, and directs all Summer Cabin Leaders and Staff based on the WCC relational ministry model and goals of Camp. The Staff Director provides regular feedback to each Camp Staff member, as well as implements creative activities, development and relationship-building activities to encourage Staff 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

- Assist the Camp Director in the hiring of seasonal Camp Staff
- 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 Staff Meeting content in cooperation with Head Cabin Leader(s) and Camp Director.
- Oversee creation of weekly schedule, evaluation plan, camp staff community, and in-between camp schedule session for Cabin Leaders.

In-Camp

- Minister to the needs of individual staff members and the collective team, including providing individual attention, support, and constructive feedback to Cabin Leaders and Head Cabin Leaders during each camp session.
- Instill a positive attitude within the counseling staff as well as full 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 Staff meeting content.
- Attend camp program events to observe, participate and offer feedback.
- Attend daily Operations meetings.
- 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 via one-on-one meetings

- Participate in the leadership training process for full staff.
- Ensure each Cabin Leader'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 communities.

In collaboration with Camp Director, support WCC ministry staff in cabin assignments.

- Attend to injured/sick campers to provide support to the Camp Nurse and Cabin Leaders for that child. The Staff Director is the first contact for Hospital Runs, in coordination 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.
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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 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 4 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 the Camp 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.
- 3 or more years proven post-high school work leading teams in a related field
- Proven leadership experience.
- Valid U.S. Driver's License.

Preferred:

- Counseling, education, social work and/or camp and recreation related background or experience.
- Prior Camp staff experience and/or experience in camp settings.
- Leadership training experience.