

Cross Trails Ministry

Job Description

POSITION: Day Camp Director

RESPONSIBLE TO: Outreach Director

QUALIFICATIONS:

1. A Christian in support of the philosophy and mission of the Lutheran Church and the programs of Cross Trails Ministry.
2. Interest in contributing to the overall objectives of the camp program.
3. Must be at least 18 years of age.
4. The ability to teach, communicate and build positive rapport with campers, adults, and staff.
5. Good moral character and integrity.
6. Good health and vitality.
7. Emotional maturity.
8. Like children and working with children.
9. Be able to maneuver the entire site for extended amounts of time outside
10. Visual and auditory ability to monitor programming and to identify and respond to hazards and emergency situations
11. Have imagination, conviction, sincerity, enthusiasm, initiative, willingness to learn, ability to think on his or her own.

RESPONSIBILITIES:

A. General Responsibilities of all Staff:

1. Provide personal guidance to campers, through program leadership
2. Adhere to all summer personnel policies.
3. Portray a positive image of Cross Trails Ministry at all times, whether on or off site.
4. Be Christ-centered. Live as an example, witnessing to all campers and staff. Encourage others to grow in faith while striving to grow yourself.
5. Be mission and vision oriented, participating fully in the life of the total camp community.
6. Live in community with other staff members, listening to and learning from others.
7. Act as a facilitator, leading campers by example and words, and managing camper behavior. Befriend, support, praise, and encourage campers.
8. Be enthusiastic and joy-filled.
9. Be an unselfish servant. Actively assist and support the rest of the staff community in the camp ministry program. Be actively concerned for the well being of campers and staff.
10. Focus on the needs of the campers above your own.
11. Take initiative to accomplish tasks. Demonstrate an attitude of striving to do the best job possible.
12. Take care of yourself to maintain your own spiritual, physical, mental and emotional health.
13. Be safety conscious by avoiding placing yourself or campers in unsafe situations and knowing all Emergency, Risk Management and Crisis Policies.
14. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
15. Maintain clean living quarters.
16. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
17. Perform other responsibilities as may be determined for the best interest of the camp by the Education Director.

B. Specific Responsibilities for Day Camp Director

1. Program
 - a. Attend Leadership Training as well as regular staff training.
 - b. Participate in staff training as a leader, teacher, and role model.
 - c. Implement Cross Trails Ministry Day Camp programs.
 - d. Coordinate and direct daily functions of day camp.
 - e. Be proactive in problem solving as needs arise.

- f. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
2. Personnel
 - a. Supervise and support staff through conversation and prayer.
 - b. Encourage growth and creativity of staff.
 - c. Be available for staff and their needs.
 - d. Coordinate schedules of staff.
 - e. Aid Outreach Director in periodic reviews of staff.
 - f. Be proactive in problem solving as needs arise.
 3. Grounds, Facilities, and Equipment
 - a. Make certain facilities are clean, welcoming and in good repair prior to camper arrival.
 - b. Foster respect and care for facilities by all staff and guests.
 - c. Report any damage or wear of property to local coordinators and Outreach Director.
 - d. Make certain that facilities at departure are left in better condition than upon arrival.
 - e. Monitor weekly inventory of all supplies and equipment.
 4. Administration
 - a. Maintain detailed records of all day camp expenditures.
 - b. Keep track of all forms and file with Outreach Director for each week: attendance, registrations, fees, health forms, petty cash, mileage, and evaluations.
 - c. Distribute camper, staff, volunteer, local coordinator and pastor/sponsor evaluations.
 - d. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
 5. Community and Hospitality
 - a. Assume a high level of responsibility as it relates to guest relations, quality control, Christian community and camp spirit.
 - b. Recognize Cross Trails Ministry as an extension of congregational life.
 - c. Relate with volunteers, coordinators, pastors and sponsors as needed.
 - d. Offer a stable, positive presence in camp.
 - e. Set a positive, welcoming tone for all who come to camp.
 - f. Develop a positive working relationship with congregations.
 6. Health and Safety
 - a. The overall safety of all participants is your primary responsibility.
 - b. Be safety conscious by avoiding placing yourself or campers in unsafe situations.
 - c. Know risk management policies and ACA standards, support them, and enforce them.
 - d. Know crisis management policies and ACA standards, support them, and enforce them.
 - e. Communicate rules and emergency procedures to all staff and campers.
 - f. Work to ensure safety of all campers and staff.
 - g. Collect incident/accident forms and review them weekly with the Outreach Director.
 7. Anything else that might be asked of you for the betterment of the ministry.

Cross Trails Ministry

Job Description

POSITION: Day Camp Staff Member

RESPONSIBLE TO: Outreach Director

QUALIFICATIONS:

12. A Christian in support of the philosophy and mission of the Lutheran Church and the programs of Cross Trails Ministry.
13. Interest in contributing to the overall objectives of the camp program.
14. Must be at least 18 years of age.
15. The ability to teach, communicate and build positive rapport with campers, adults, and staff.
16. Good moral character and integrity.
17. Good health and vitality.
18. Emotional maturity.
19. Like children and working with children.
20. Be able to maneuver the entire site for extended amounts of time outside
21. Visual and auditory ability to monitor programming and to identify and respond to hazards and emergency situations
22. Have imagination, conviction, sincerity, enthusiasm, initiative, willingness to learn, ability to think on his or her own.

RESPONSIBILITIES:

A. General Responsibilities of all Staff:

18. Provide personal guidance to campers, through program leadership
19. Adhere to all summer personnel policies.
20. Portray a positive image of Cross Trails Ministry at all times, whether on or off site.
21. Be Christ-centered. Live as an example, witnessing to all campers and staff. Encourage others to grow in faith while striving to grow yourself.
22. Be mission and vision oriented, participating fully in the life of the total camp community.
23. Live in community with other staff members, listening to and learning from others.
24. Act as a facilitator, leading campers by example and words, and managing camper behavior. Befriend, support, praise, and encourage campers.
25. Be enthusiastic and joy-filled.
26. Be an unselfish servant. Actively assist and support the rest of the staff community in the camp ministry program. Be actively concerned for the well being of campers and staff.
27. Focus on the needs of the campers above your own.
28. Take initiative to accomplish tasks. Demonstrate an attitude of striving to do the best job possible.
29. Take care of yourself to maintain your own spiritual, physical, mental and emotional health.
30. Be safety conscious by avoiding placing yourself or campers in unsafe situations and knowing all Emergency, Risk Management and Crisis Policies.
31. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
32. Maintain clean living quarters.
33. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
34. Perform other responsibilities as may be determined for the best interest of the camp by the Outreach Director.

B. Specific Responsibilities for Day Camp Staff:

1. Be ready and able to share with others about Jesus Christ in terms of everyday life.
2. Work with a family group of 6-10 campers and a local volunteer; planning and participating in all activities.
3. Be a Christian educator. Conduct daily Bible studies and/or assist pastors in their studies. Lead nightly devotions. Look for "teachable moments" and utilize them fully.

4. Get to know each camper as quickly as possible. Show loving concern; be enthusiastic about their interests; support and encourage them continually.
5. Work with Day Camp Director, campers, pastors, and other staff to plan and execute activities, including worship, recreation, etc.
6. Serve others in love rather than working for tangible rewards.
7. Make certain facilities are clean, welcoming and in good repair prior to camper arrival and make certain that facilities at departure are left in better condition than upon arrival.
8. Keep living quarters with host families neat and clean.
9. Respect all rules of host families that you live with.