



Job Title: Program Director

Responsible to: Camp Director

General Responsibilities:

The Program Director is a senior Summer Staff member who works directly under the Camp Director to set the vision and lay the foundation for the Summer program. In the months leading up to Summer the Program Director will assist with interviews and will provide leadership and guide the creative process of building the Summer program.

Under the oversight and with the support of the Camp Director, during Summer the Program Director will lead the Program department (Commodore, Waterfront Director, Head Skippers, Lead Director, Worship Director, High Ropes Director) with special attention to daily routine, personnel matters, and problem solving.

The Program Director will be the first point of contact for the Commodore, Waterfront Director, Head Skippers, Lead Director, Worship Director and High Ropes Director with any staff, LEAD or camper issues.

While the Program department is made up of many members filling different roles, they are all members of one body, the Church (1 Cor 12:14). The Program Director exercises a crucial role in providing servant leadership that models (Mark 10:42-44) what it means to fulfill the mission of the Church through the Summer program at Keats.

Specific Responsibilities:

- Assist the Camp Director to set the vision for the summer theme (pre-Summer).
- Assist with interviews (pre-Summer).
- Work alongside the Commodore to develop camp themes, games, programs, activities, skits, as well as the welcome dance (pre-summer)
- Help plan and lead pre-camp (pre- and during Summer).
- Work with the Camp Director to plan the weekly program and camp schedule, then communicate this to all program departments (pre- and during Summer)
- Daily oversight and support of the Commodore and Head Skippers in the successful leadership of their areas:

- Commodore: Oversee and support the Commodore in the successful implementation of daily schedules, games, themes and skits, while providing feedback and counsel when changes need to be made.
- Head Skippers: Oversee and support the Head Skippers in caring for, supporting and setting the Cabin Leaders up for success. Help ensure the staff are prepared and knowledgeable about their roles and responsibilities.
- Ensure the Head Skippers and Commodore have the necessary staff and equipment, are ready to run daily activities and have full awareness of daily schedules.
- Oversee, check in with and support the practical needs of the Waterfront Director, Lead Director, Worship Director and High Ropes Director as needed. Ensure they have the necessary staff and equipment, are ready to run daily activities and have full awareness of daily schedules
- Be the first point of contact for the Commodore, Waterfront Director, Head Skippers, Lead Director, Worship Director and High Ropes Director with any staff, LEAD or camper issues. Discern which issues need to be taken to the Camp Director and work with the Camp Director on any major issues.
- Work closely with the Camp Director on staff issues, staff guidance, and overall camp operations.
- Assist and oversee the Commodore (practical) and Head Skippers (spiritual) as they lead daily staff meetings.
- Assist the Camp Director in leading weekly senior staff meetings as required.
- Help plan and lead post-camp.
- Attend Summer debrief meeting in September (unpaid).

Minimum Qualifications:

1. Minimum 21 years old
2. Experience leading large group games and activities
3. Able to work independently and on a team; experience supervising a team
4. Able to offer support to the program team in practical and spiritual ways with flexibility, creativity, authority, and servant-heartedness
5. Willing to be outgoing and enthusiastic
6. Takes initiative

8. Strong skills in communication and delegation

9. A mature Christian, pursuing a relationship with Jesus, and passionate about discipling the next generation towards Christ.

Dates:

The Program Director role begins in January at 20 hours max/week, with increasing hours in May.

Compensation:

1. Receives a 36 hour period of time off each week.
2. The hourly wage for the Program Director will be \$20 until the start of Bridge Staff. The wage will then change to a daily wage of \$160.