

## **Program Leader Job Description**

**Time Frame:** May 19 – August 14, 2010

**Compensation:** \$240-300/wk\*, plus room and board, workers compensation, and laundry

**Responsible To:** Summer Camp Director

\* \$180/wk salary for August 1-7, 2010 due to change in job responsibilities

### **Minimum Qualifications:**

- Must be 20 years old, with (2) years of college completed
- Experience in leadership positions, preferably in camp ministry
- Desire to live and work in a camp community
- Earns respect from peers, Sonlight staff, and campers
- Demonstrates strong communication and organizational skills
- Friendly, outgoing, and comfortable in front of people
- Strong Christian faith and spiritual awareness
- Ability to manage, supervise, and work alongside Counseling/Program Support Staff

### **General Responsibility:**

To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the summer camp director. Assists in maintaining high staff moral, supervising staff in direct contact with campers, and providing a safe environment for all campers and staff.

### **Specific Responsibilities:**

1. Deliver relevant, cutting-edge program activities.
2. Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
3. Coordinate all camp program and campfire activities with other staff.
4. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
5. Assist in the implementation of staff training as outlined by the summer camp director.
6. Assist the summer camp director with ensuring the summer camp program is following all ACA guidelines.
7. Ensure that program areas are kept free of hazards and debris.
8. Host program events, including set-up, tear-down, and engagement of campers and staff.
9. Develop and implement schedules and records for all areas of the camp program.
10. Ensure activity leaders are trained in safety, overall facilitation of the activity, and equipment usage. Ensure all activity leaders are facilitating within state and ACA guidelines.
11. Identify needs of specific campers, and facilitate problem solving.
12. Exhibit a good example for campers and others, including cleanliness, punctuality, sportsmanship and table manners.
13. Enforce all camp safety regulations.
14. Design, implement, lead, and participate in all camp programming activities as outlined by the summer camp director.
15. Encourage counselors, and build community within the counseling staff throughout the summer.
16. Become a resource to counselors in regards to camper discipline, discovery group topics, special circumstances, home-sickness, etc.
17. Maintain clear and positive written and verbal communication with all camp staff.
18. Provide ongoing program ideas to counselors and activity leaders.
19. Assist in other camp tasks and duties as assigned by the summer camp director.

### **Essential Functions:**

- Hold certifications in the following: Wilderness First Aid (WFA), CPR
- Training and experience in teaching programs to adults and children, preferably in a camp setting
- Desire and ability to work with youth outdoors
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Capable of reaching all areas of camp quickly
- Communicates with other leadership staff, including the summer camp director, executive directors, head cook, and nurse
- Ability to process and observe potential hazards related to all Sonlight camp-sponsored activities and events
- Display adaptability in various situations, schedules, events, and assignments
- Must be able to lift and move heavy craft, game, and program supplies (up to 50 lbs)
- Self-motivated to work hard without supervision

*This position requires a willingness to live in a camp setting and work irregular hours delivering a camp program in the facilities and venues available. Physical ability to respond appropriately to situations requiring first aid is required. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.*