



**Job Title:** Activities Director (*Leadership Staff*)

**Classification:** Nonexempt (*Seasonal*)

**Note:** This position does require pre-camp work.

**Position Purpose:** To manage all daily activities, including both activity rotations and optionals, monitor equipment and supplies, and assist the Program Director in planning and implementing all-camp activities. To assist in facilitating an exciting and safe camp environment. To help push camp to embody its mission and core values.

**Essential Job Functions:**

1. Assist in managing the physical facilities and equipment around camp.
  - a. Assist with camp set up.
  - b. Teach and monitor proper use of equipment.
  - c. Check equipment, and make (or file for) repairs.
  - d. Conduct a daily check of equipment for safety, cleanliness, and good repair.
  - e. Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
  - f. Survey camp areas daily, and keep the area free of hazards and debris.
2. Assist the Program Director in planning and implementing all-camp activities.
3. Participate as a member of the program staff and leadership team to help plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
  - a. Assist in the planning of any special events as necessary.
  - b. Participate in program staff, leadership staff, and staff meetings.

**Other Job Duties:**

1. Participate enthusiastically in all camp activities, planning and leading those as assigned.
2. Assist with check-in of campers, check-out of campers and answer questions of parents.
3. Encourage all staff in their spiritual walk with God.
4. Model a positive attitude and Christ centered life to the staff, volunteers, and CITs.
5. Additional duties as assigned.

**Physical Aspects of the Position:**

- ◇ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◇ 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.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. 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.

*Must be willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.*

**The Activities Director will serve as a member of program and leadership staff.**