

### **Overall Purpose**

To assist the Program Director in creating an environment in which all leadership responsibilities pertaining to summer program are executed well.

### **Organizational Structure**

This position reports to the Program Director. The APD is also responsible for leading the Program team – consisting of the Admin/Activities Coordinator, Head Cabin Leaders, Events Coordinator and Children’s Ministry Coordinator – as well as Cabin Leaders.

### **Principle Duties**

#### *Summer Long*

- Spend time regularly with God
- Bring spiritual leadership to the summer staff as a whole.
- Weekly meet one-on-one with each member of the Program Team (Admin, HC’s, EC, CMC)
- Weekly meet as a Program Team (Admin, HC’s, EC, CMC)
- Responsible to encourage the summer staff
- Ensure that the summer staff upholds camp policies. Administers discipline to those who fail to uphold the safety policies and procedures of the camp.
- Maintain accurate and relevant streams of communication with all program staff throughout the summer.
- Evaluate the performance of the Head Cabin Leaders, Events Coordinator and Children’s Ministry Coordinator by conducting mid and post summer evaluations.
- Give leadership in all areas of the program.
- Oversee the integration of the summer theme to the camp program.
- Understand and comply with staff and camper policies that provide for an efficient and safe camp community.
- Make sure there is someone to share at staff meeting each day

#### *Pre Camp*

- Become familiar with all policies and procedures relating to summer camp at Green Bay
- Communicate the vision for the summer with the Program Team
- With Program Team, develop games and program events for kids and family camps
- Create evaluation form for cabin leaders

#### *Kids Camps*

- Interacts with camper parents on opening and closing days of camp to address any question or concerns that they may have.
- Pair Sr. and Jr. cabin leaders for each week of kids camp
- Lead staff meetings
- Communicate with Program Team regarding how cabin leaders are doing and address any issues that have risen.

# **Green Bay Bible Camp**

## **Job Description: Assistant Program Director**

- Responsible to make sure that every camper gets picked up by a designated adult on the last day of camp.

### *Family Camps*

- Overseeing mid and post summer evaluations of the summer cabin leaders.
- Oversee the planning and execution of all evening programs.
- Oversee the planning and implementation of an opening program.
- Participate when needed in the facilitation of external events

### **Qualifications**

- Strong desire and willingness to serve
- Mature in their Christian faith
- Able to communicate clearly both verbally and written
- Proven leadership skills and ability
- Approachable and personable
- Significant camp experience
- Ability to exercise independent judgment
- Problem solving skills
- Experience managing a budget is a great asset
- Proven experience leading peers