



Calvin Center Summer Camp Director

Position: Summer Camp Director

Reports to: Executive Director

Purpose of Position

To provide leadership and support to the summer counseling staff, assist the Executive Director, support other Resource Staff, and provide a safe place for campers to grow in faith.

Qualifications

- Be of sound Christian faith and good Christian character and understand Reformed Theology
- 21 years of age or older as of June 1, 2023
- Experience in camping programs and camping ministry.
- Understand and relate well with children, youth and adults.
- Have strong communication skills to connect with summer and year-round staff.
- Be self-motivated and able to complete duties with minimal supervision.
- Willing to participate in and/or lead camp activities.
- Have strong organizational skills, able to juggle many duties at once.
- Ability to work with a variety of Computer programs including Microsoft Office.
- Have experience in supervising staff in a variety of roles.

Relationships

- Works directly under the supervision of the Executive Director.
 - Meet with ED once a week via Zoom during PT in person when FT
- Supervises counselors and resource staff including lifeguards.

Responsibilities (Including but not limited to the following)

- Recruitment and selection of Summer Program Staff with help from the Executive Director.
- Design, lead and evaluate Staff Orientation
- Represent Calvin Center's mission and values of hospitality and maintain policies
- Provide supervision for campers, and staff
- Lead and facilitate groups of children, youth, and college-aged staff
- Recruit and work with Chaplains for camp curriculum for campers and staff devotions
- Recruit and work with Nurses/EMT/Medical staff to organize and run Health Hut
- Assign counselors to cabin groups and housing
- Lead and facilitate Sunday and Friday staff meetings with staff
- Make nightly rounds of all assigned units, check in with all counselors and staff
- Organize and facilitate check-in and checkout procedures, including greeting and orienting campers
- Make parental contact as directed by the Executive Director
- Maintain a written record of camper events/incidents in assigned units.
- Provide Executive Director with a written report evaluating Summer Camp Program.
- Reside on site or within 10 miles during summer program
- Coordinate with Equestrian Director about timing and details of Horse camp
- Coordinate with Office Manager about user groups needing staff and resources
- Perform other duties as designated by the Executive Director
- Oversee and facilitate Calvin Center Covid 19 approved procedures and protocols for summer camp.

This position is 15 hours a week (\$700-\$750 from February through April.

Full Time from May 1 until July 25, 2020 (\$2000-\$2200)

Summer 2023