



*"That I may know Christ." (Phil. 3:10)*  
**Jr. Camp Director Job Description**

**Reports to:** Executive Director

**Qualifications:**

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and demonstrates exceptional Christian leadership and responsibility.
4. Strong interpersonal skills for staff, parent and camper communication.
5. Experience working with elementary aged children.
5. Strong organizational skills.
6. A minimum of 2 years of camp ministry leadership (programing and chapel planning experience required).

**Responsible for:**

1. Planning and implementing all Jr. Camp Prime Time sessions.
2. Overseeing all Jr. Camp programs and working in conjunction with the **Program Director** in activity planning.
3. Observing instructor sessions and providing helpful feedback along with reporting any concerns and praises to the **Executive Director**.
4. Creating all Jr. Camp Schedules.
5. Leading and coordinating all Jr. Camp field trips.
6. Coordinating Wednesday night camp fire schedule and staff sign-ups.

**Pre-Camp:**

1. Work in conjunction with the **Executive Director, Teen Camp Director and Program Director** to plan and execute orientation meetings.
2. Work with instructors in coordinating their activity areas and planning time.
3. Communicate needs to camp receptionist.
4. Participating in pre-camp ropes course training.
5. Communicate material needs to **Executive Director**.
6. Preparing an orientation session on "**what is Jr. Camp.**"

**In-Camp:**

1. Assist in managing staff (ie. staff discipline, staff meetings, staff communications, meeting staff needs).
2. Meet with Jr. Camp staff each morning during staff meeting to discuss the day's events, and praises and concerns.
3. Handling Jr. Camp staff and camper discipline issues and reporting them to the **Executive Director** as needed.
4. Closing and opening of the camp property on assigned days.

**Post-Camp:**

1. Assist Director with staff check-out.
2. Assist Director in securing camp equipment/materials.
3. Meet with the Director for end of summer evaluation and provide a suggestion list for the Jr. Camp Program.

4. Participate in and end of summer program evaluation meeting.

**Compensation:**

\$3,000 / Summer

- All employees are strongly advised to participate in the **Camp Teekna Harvest Program** to raise additional monies to fund an increase in staff salaries. Donors can contribute to the salaries of an individual staff member or to the staffing fund as a whole.