



*"That I may know Christ." (Phil. 3:10)*  
**Program 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 Christian leadership and responsibility.
3. Has graduated from high school.

**Responsible for:**

1. Planning and implementing all camp theme activities.
2. Assisting **Jr. Camp Director** with all prime time needs.
3. Assisting **Jr. Camp Director** with all field trip logistics and responsibilities.
4. Overseeing **Instructor** and **counselor** involvement in theme activities.
5. Delegating activity prep and implementation responsibilities to **Instructor** staff.

**Pre-Camp:**

1. Attending and assisting in all orientation sessions.
2. Being spiritually prepared for camp.
3. Being physically fit for the heavy demands of camp.
4. Participating in high and low ropes course training.

**In-camp:**

1. Must arrive at camp no later than **8:15am** and leaving no earlier than **4:15pm**.
2. Being familiar with, obeying, and when necessary enforcing all camp rules.
3. Striving to be a leader in maintaining unity in Christ among staff members.
4. Attending and contributing to weekly leadership meetings (**Wednesday lunch**).
5. Meeting with the **Executive Director** for mid-summer evaluation.
7. Handling crisis situations and camper discipline situations which may arise.
8. Making opportunities to get to know counselors and Jr. Counselors and assisting them in any questions or problems which may arise.

**Post-camp:**

1. Returning any issued supplies to the camp office.
2. Meeting with the **Executive Director** for end of summer evaluation.
3. Reviewing pertinent areas of Program Evaluations and drafting a document which highlights what the staff perceived as being done well and what was needs improvement.

**Compensation:**

\$160.00/wk. + Support Raised

- 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.

