



Making disciples of Jesus Christ for the transformation of the world.

**CORE VALUES:** Christian Witness, Service, Hospitality, and Community

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## **Assistant Program Director- Seasonal Position**

**Staff Purpose:** The Assistant Program Director seeks to lead and serve as a faithful part of God's work in and through the ministry of Glen Lake. The Assistant Program Director serves on a ministry team dedicated and committed to a team approach to the ministry entrusted to us.

**Job Summary:** The Assistant Program Director position leads the summer camp program by mentoring and leading the summer staff. The position assists the Program Director in leading a successful summer camp program.

**Duties:** (include but not limited to)

- Deliver a summer camp program to campers
  - Coordinate all camp programs by utilizing all summer staff
  - Ensure curriculum is prepared and implemented meeting camp outcomes and the abilities of campers
  - Deliver program activities
  - Evaluate the success of the program and the development of the campers' abilities and skills in various program activities
- Ensure camp staff and campers know and follow safety and educational procedures
  - Assist in the implementation of safety procedures
  - Ensure campers and staff follow safety procedures in all program areas
- Serve as a mentor to the other lead and support staff
  - Perform nightly room checks for campers and staffers
  - Evaluate when staffers need encouragement or a break from campers
  - Cover night phone duties as assigned
- Maintain clear and positive written and verbal communication with all camp staff
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions
- Provide ongoing program ideas

### **Required Qualifications:**

- An active and growing faith in Jesus Christ, with a heart for ministry and a passion for serving others.
- Integrity and consistent work ethic
- A team-oriented servant attitude and the ability to relate well with others.
- Interpersonal communication and organizational skills

Creativity and high energy particularly when implementing programs and activities  
The ability to handle conflict in a respectful and professional manner  
Some college or at least 2 years out of high school  
Desire and ability to work with children and adults OUTDOORS

**Physical Aspects of the Position:**

Ability to communicate and work with groups participating 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.

**Additional Physical Requirements:**

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.

The Assistant Program Director will adhere to the principles of confidentiality concerning the business of this ministry.

