

JOB DESCRIPTION – DIRECTOR OF SUMMER CAMP MINISTRIES (STAFF)

Primary Responsibilities: To direct the planning and implementation of the summer residential and day camp programs and ensure their success which is defined as well-executed and meaningful for the participants. The Director of Summer Camp Ministries will work directly with a team of Methodist ministers and camp staff to design/select age-appropriate curriculum and corresponding programming. In addition, the Director of Summer Camp Ministries will manage all aspects of recruiting, vetting, hiring, training and supervising summer camp staff and volunteer participants consistent with the mission, vision and values of Sumatanga, policies of the Board of Trustees, and the United Methodist Church.

Reporting and Work Relationships: Reports directly to the Executive Director. Is a valued and respected member of the Leadership Team, the Ministry Team and the Hospitality Team. Direct Reports include: Lead Counselors and Summer Staff for activities and nursing and all volunteers.

Qualifications:

- Must be Christian and active in the United Methodist tradition
- Three or more years of experience in faith-based camping
- Bachelor's degree from an accredited college or comparable work experience/training in the camping industry preferred but not required.
- Certifications in areas such as first aid, American Red Cross lifeguarding, water safety, archery, canoeing, high ropes/low ropes are desirable or a willingness to obtain the certifications.
- Prior management or leadership experience with demonstrated competencies in working with and leading Volunteers
- Prior experience with program and curriculum design preferred

Key Responsibility Areas: The Director of Summer Camp Ministries will be responsible for:

1. Directing the planning and implementation of the summer residential and day camp programs of Camp, to include:
 - A. Supporting the work of the Ministry Team, including:
 - (1) Facilitating the selection and/or design of curriculum by identifying curriculum sets for review and/or revision, researching available topics at the request of the Team, providing technical support for revisions, distribution of materials for Team review and publication of the final curriculum design, including posting on the Sumatanga website,
 - (2) Arranging and scheduling Team meetings,
 - (3) Providing lists of approved volunteer applicants available for team placements and making recommendations of specific volunteers for placement,
 - (4) Completing the curriculum design and website posting in time for open registration in the Fall each year
 - B. Recruit and train sufficient numbers of staff to lead a safe and enriching summer camp experience for all campers.
 - (1) Using the ACA prescribed staffing ratios, post the approved and open positions on the Camp's website by December,
 - (2) Interview and fully vet each applicant and narrow the field for interviews,
 - (3) Schedule and conduct interviews using behavioral-based questions and peer interview panels if possible. Select the staff.
 - (4) Create a calendar of training events to coincide with the overall calendar for Summer Camps and any materials needed to support the training, and

- a. Include the Summer Camp Handbook and the 7 Foundation Statement of United Methodist Camping for review prior to scheduled training.
- (5) Train staff in all aspects of their role, working jointly with the Ministry Team for training in all spiritual aspects.
- (6) Role-model radical hospitality with all staff, guests, and volunteers of the Camp.
- C. Recruit and train Summer Camp Volunteers
 - (1) Post the application package for Volunteers on the Camp and Conference websites and advertise their availability on social media and through local church communications,
 - (2) Review completed packages as they arrive and follow-up with any applicants needing additional information,
 - (3) Complete the necessary background checks,
 - (4) Maintain completed Volunteer files, and create a list of approved Volunteers and a list of approved Volunteers by area in which they have requested to serve,
 - (5) Review and discuss approved Volunteers with the Ministry Team to create an approved Team listing for each of the assigned weeks of Summer Camp,
 - (6) Create a calendar of training events to coincide with the overall calendar for Summer Camps and any materials needed to support the training,
 - (7) Maintain continuous communication with the approved Volunteers to confirm participation during their assigned week of camp, to provide needed materials, i.e. the schedule for training, any materials and/or pre-reads necessary prior to training, the Summer Camp Manual, etc.
 - (8) Work with members of the Ministry Team to provide training on the prescribed schedule, and
 - (9) Monitor to assure all Volunteers for Traditional Summer Camps have received Sanctuary training and maintain that certification on file.
- D. Create all schedules and daily activities calendar for each week of the summer camp
 - (1) Maintain ongoing communication with the Ministry Team in creating the schedule for each week of camp
 - (2) Distribute schedule and calendars as needed throughout the year to ensure proper preparation by each of the teams
 - (3) Publicize the schedule and calendars, as it is finalized, to parents, team members, camp support staff and others as indicated.
 - (4) Create and distribute a communique to all parents of campers which includes the names and qualifications of each Team Member, a calendar of the events for the week, information about each of the activities and the steps taken to ensure the safety of each. *Include information about ACA accreditation once obtained.*
- E. Assess camp readiness beginning at least six to eight weeks prior to opening Camp
 - (1) Working with the maintenance team, review the operational aspects of each location for campers ensuring the working order of all facilities, the ease of access and safety of all trails and outdoor play areas and the safe operations of all activities. Create an inventory of needed changes and work them to completion prior to camp beginning.
 - (2) Working with the housekeeping staff, review the cleanliness of each camping location including dining halls and kitchen facilities. Ensure each area is appropriately stocked with paper products.
 - (3) Working with the staff nurse, ensure that the proper procedures are in place and that the nurses' station is stocked appropriately.
- F. Provide daily leadership of the Team making sure that Camp policies and procedures are being followed and that all campers, volunteers and staff are being treated in a Christ-like manner.
 - (1) Correct, on the spot, any non-compliance with Camp policies and procedures, any activities that are perceived to be unsafe or inappropriately staffed, or any

behaviors that are inconsistent with the Camp culture of unconditional love or Christ-like hospitality.

- (2) Report all such occurrences to the Executive Director for more definitive action needed to resolve the issue(s).
 - (3) Constantly access staffing to ensure coverage appropriate to ACA guidelines and fill vacancies with qualified staff or Volunteers as needed.
 - (4) Share knowledge and skill to continuously develop direct reports and Volunteers.
 - (5) Maintain required record-keeping to be in compliance with ACA standards, liability insurance carrier standards and good business practices, as defined by the Executive Director.
2. Serve as the Camp liaison for all things related to the summer camping program by promotion of the Camp and camping program to local churches, in promotion materials and advertising, parent meetings or other parent communications, and others as opportunities present.
 3. Other duties as assigned by the Executive Director:
 - A. Provide additional support as requested: retreat support for adventure activities, dining room support and hospitality, and other support as needed.

Required Skill-Set: In addition to the required qualifications mentioned above, applicants must possess demonstrated competencies in:

- Computer literacy with proficiency in Word, various calendaring programs and the ability to perform internet-based research
- Leading teams to achieve defined outcomes, being both a formal and an informal leader of others
- Being a self-starter with a strong work ethic and the ability to clearly separate the work of Camp and the leisure of home
- Excellent communication skills, both oral and written, with demonstrated ability to be diplomatic, inspirational and motivational, while holding themselves and others accountable to expected standards of performance and behavior.
- Buy-in to the mission, vision and values of Sumatanga and to the Christ-like culture of hospitality and unconditional love
- The knowledge of and compliance with the 7 Foundation Statements of UM camping, American Camp Association Accreditation and Standards, and the Safe Sanctuary policies of the United Methodist Church.
- A spirit of cooperation and grace, with the desire to serve being at the heart of a willingness to fill various roles and activities as requested
- Being a positive role-model to campers demonstrating strong Christian ethics and behaviors

Physical Demands:

- Must be able to walk long distances and actively participate in specific camp events during the week
- Must be able to work longer than expected hours during camping season
- Must possess a valid Driver’s License and be able to operate a vehicle