



TITLE: Assistant Program Director

RESPONSIBLE TO: Executive/Program Director

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with and works within the Camp Camrec philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to forgo personal rights for the common good of the camp and campers.
5. Is flexible and able to work with campers and other staff members.
6. Minimum age: 20 and high school diploma.
7. Has previous camp experience in counseling and other related fields.
8. Is able to lead his/her peers effectively, even under stressful situations.

RESPONSIBILITIES:

1. Shall work closely with the year round program staff in all phases of designing and directing the program. Prepare daily schedules.
2. Be prepared to work in any area of the program where there is a shortage of staff.
3. Be sensitive and available for staff and campers who have special needs.

A. Preseason Duties

- Read over evaluations from previous year(s), make notes of needed changes.
- Help prepare orientation sessions. Prepare to lead some.
- Make up orientation schedule.
- Prepare orientation evaluations.

B. During Camp

- Spend quality time with campers whose names are suggested by their counselors.
- Collect and send out follow up cards from the week before.
- Take pictures of activities and update Facebook photos.
- Ring meal bells and at other necessary times.
- Be prepared to begin and end each meal.
- Meet with Program Director and decide staff responsibilities for the next week.
- Have week's schedule ready to distribute at staff meeting.
- Assign per day periods for work, personal devotions, etc. and individual staff evaluation meetings with program and assistant program directors.
- Deal with discipline problems when needed.
- Prepare summer evaluation forms.
- Help to organize and clean equipment for group camp outs.
- APD meets periodically with each staff member to check in and address any issues.
- Assist in planning and supervising all camp activities, such as water activities, night games, and various other activities.
- Conduct Emergency Assembly Procedure within the first 48 hours of each week of camp. Be sure to sign the record log with time and date each drill is conducted.

VOLUNTEER BENEFITS:

Summer employment at Camrec is voluntary service. Camrec provides its staff with benefits and a nominal stipend that helps with expenses. These include:

- A learning environment with training and support for all staff
- Meals and lodging during camp sessions and weekends between camps
- Stipend of \$250 per week of camp
- \$25 weekly increase if using lifeguard certification
- Travel subsidy may be available for those who need to travel great distances