

Camp Director

Job Description



Goals:

- Ensure all Camp Logistics- Pre and Post camp are performed effectively
 - Creation of schedule with Programmer
 - Ensure schedules & diagrams are followed (flexibility is key).
- Ensure all Camp Leadership is effectively communicated with before, during, & after camp!
 - Review and understand Leadership Hierarchy Diagram to be able to successfully communicate to rest of leadership.
 - You are the voice to the camp staff- pre-game, leadership, direction, correction, oversight
 - Lead AM and PM Staff Meetings. AM is Staff Devo – all staff and 1 TL/cabin are encouraged. PM is for Leadership only.
- Ensure all camp behavior & safety issues are taken care of
 - This includes campers, staff and facility complaints.
- Ensure ALL staff feels welcomed, encouraged, needed and loved.
- Report to DOC (Director of Camp) – Try and meet with the DOC two times per day to check in and discuss hot spots other than the AM/PM meetings.
- Lean on HD (Hospitality Director) for any administrative needs throughout weekend

Pre-camp Responsibilities:

- DOC/CD Meetings
- Be familiar with all Job Descriptions and the Leadership Hierarchy Chart
- Know EAP (Emergency Action Plan), Program Playbook, Schedules, Specialties, Staff Draft for their term, FFR rules, SW Handbook, and Staff Packet. **No phone calls made by campers except with the CD (make sure staff is aware of this).
- Staff Leadership Prayer Call – 2X before camp.
- Medical Issues/communication communicated to you from nurse and then to needed camp leaders (TLC)
- Creation and dissemination of documents to leadership
 - All Schedules- Completed 2 weeks out
 - Pre-game- staff meeting, intros, camp set-up, camper arrival.
 - Specialties- awards ceremony, bonfire, say-so, pictures, amazing Race and coffee shop – different for each camp.
 - Housing- completed 2 week out.
 - Campers - allow for last minute camper additions.
 - Staff:

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- Be sensitive to special needs – Videographer, Families, Guests.
- Work with DOS (Director of Staffing) to get TL pairings/colors for camp.
- Staff Communication
 - Ensure ALL leadership positions are communicated with effectively via conference call and individual call at least 2 weeks in advance- encourage them to communicate with their groups as well prior to coming out to camp- equip & use staff hierarchy
 - Ensure programmers know CD is in charge of pregame schedule and flow, but programmers are in charge of schedule & flow once check-in begins. (This is where the torch is handed off)

Day Before Camp Starts: (Staff arrival/training day):

- Arrive at Camp no later than 2 pm at staff training location the day before camp begins
- All staff will meet at 3pm at the training location, coordinate with HD a staff check-in process and agenda distribution
- Pregame introductions (ice breaker) and trainings (go over playbook, handbook, camp schedule, acronym list (SWAP), SWisms (Standing "O", Announcement, etc...), Gospel training, break into small groups (TL/CT/Coaches) and discuss job descriptions and what that looks like with the schedule.
- After meetings – facilitate with Programmer, staff setting up what they need to get ready for campers (decorate rooms, make tribal names (appropriate), CT starts setting up camp, etc...)
- Facility Issues – Consult with DOC about camp facility issues
- Ensure all housing & meeting locations are set-up and ready to go- unlocked, chairs, tables, etc. Work with DOC on this.
- Sunday- AM Devo, meal, camp set-up, Camper check-in Meeting to go over any hot-spots & details of arrival- parking, high energy, hospitality (food/drink availability for camper and parents) camp store, etc.

Camp Responsibilities:

- Senior leadership position – total camp oversight – camp cleanliness
- Ensure all staff are overseeing their respective positions
- Chapel – morning devo, encouragement of staff, keeping everyone focused on the main thing – Jesus
- Oversee any hotspots needing to be addressed within facility, schedule, or staffing issues. Major accidents, drivers for caravan to water, and any camper issues as well that need your attention. Major discipline issues will be taken care of by our DOC.

- Parent arrival – check in and check out – figurehead and hospitality (welcoming guests, parents, spouses, donors, and MP's to help them catch the vision and join the journey.
- Camp Cleanup – assist DOC in oversight
- Coordinate Evening Administrative Meeting- usually meets in sanctuary after PM worship. Work with Programmer on this.
- Ensure HD knows your whereabouts at ALL times- BE EASILY ACCESSIBLE to your leadership positions- be careful of committing your time to a specific task so you may be ready for an Emergency. Use the walkie talkies.
- *Reminder that at times, it is healthy to remove yourself from a situation so leadership can take responsibility and ownership of their respective area- War Room, Coaching, Programming, Etc.*
- Ensures we have parent hospitality and awards for campers & staff for the last day of camp. 3rd year and 6 year charms for campers and staff are passed out at this time as well!

Post Camp Responsibilities:

- Emcee the coordination of break down and clean-up of all camp
- Oversee break-down: Check-in Signage, SW Banners, Ice Chests, Water Jugs, Sporting Equipment, Bibles, Etc.
- Confirm staff "After Glow" Luncheon on day before. Mandatory for CD or DOC to be present.
- Debrief with DOC to evaluate camp improvements.
- HD needs to keep ALL \$ - Camp Store, Pay Bills, Etc.
- Thank you email on your behalf to your staff.
- Pass out staff "Love offerings" work with DOC and HD on this.