



# Program Director

Job Description

*The Mission: To break down the walls of kids' hearts with lots of fun, excitement, and laughter so that the gospel can flood in.*

## **Expectations**

- Responsible & Reliable
- Servant Leader
- Organized
- Help build and enforce the camp's framework- including games, worship, sports, etc.
- Keep camp on schedule
- You are the Face and Voice of camp
- Help fundraise \$250 per camp you serve through Mission Support

## **Chain of Communication**

- Report to the Camp and Hospitality Directors
- Collaborate with Core Team Boss
- Communicate well with all of camp

## **Pre-camp Responsibilities**

- Complete and turn in Youth Protection Training and W9 Form to Hospitality Director
- Conference calls with leadership to establish expectations and explain flow of camp
- Work with Director of Staffing on program personnel's paperwork
- Collaborate with CD and other leadership on the camp schedule - submit COWI games & SWAT proposals 3 weeks prior to camp for review
- Develop & Submit Chalk Talk Plans with skit characters' script, mixers (games that include everyone), and upfront games (small group of kids) 3 weeks prior to camp for review
- Communicate with Director of Camping to develop purchase list for weekly activities
- Communicate with CTB for special needs and hotspots to be aware of

## **Camp Responsibilities**

- Attend and lead evening and morning meetings indicating hot spots and special needs for the day
- Address all staff on importance of their role
- Ensure that Chalk Talk runs smoothly (Communicate with Worship Leader to set up skits, and check-in with Speaker beforehand on any needs he/she may have)
- Be present at the staff devotional in the morning & Night Staff Meetings
- Check that CTB has everything ready for activities

## **Still Water Camps**

**P.O. Box 1885 Boerne, TX 78006      Tel: (888) 361-2631      Fax: (830) 331-9958**  
**[www.stillwatercamps.org](http://www.stillwatercamps.org)**

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### Post Camp Responsibilities

- Debrief with Camp Director
- Gather and pack up all equipment
- Turn in Folder to Hospitality Director
- Help with camp clean up
- Complete Staff Evaluation

### The Why of Program

- Humor and fun are deeply spiritual and open a person's heart to experience the gospel.  
"A voice cries: "In the wilderness prepare the way of the Lord;  
make straight in the desert a highway for our God.  
Every valley shall be lifted up,  
and every mountain and hill be made low;  
the uneven ground shall become level,  
and the rough places a plain.  
And the glory of the Lord shall be revealed,  
and all flesh shall see it together,  
for the mouth of the Lord has spoken." - (ESV)
- Laughter and fun breaks down walls between people and Christ. Our job is to come alongside leaders and help clear the path, **not necessarily to be the funniest people you've ever seen.**  
"We must know why we do what we do... in all that we do. And we must be able to communicate that to leaders (TL's) in leader meetings (War Room), to trip leaders (CD) before arrival, to leaders when we have face-to-face opportunities with them. And if you don't know the "why" to every last thing we do, find out, because it truly matters. We also want to set leaders up for success with their teenage friends while at camp and enable them to share their lives and preach the Gospel." - Tim Teague

### Best Practices

- Write a Script  
-Why? A script is the train track that keeps the program moving in the right direction. Scripts limit but don't prohibit improvisation. **A script is necessary.**  
-How? A script can be complex or simple, depending on the team. Write as much as will keep the program team focused and prepared. There's no formula, but it must be done.
  
- Practice

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-Why? The quality of our work should reflect the quality of our relationships with the people we love in our Chalk Talks. By practicing, we ensure preparedness and excellence.

-How? Depending on how complex the program is, prepare to practice with a script for as long as needed to ensure excellence. Some programs take many hours, some take one hour.

- Fun Over Funny
  - Why? Being fun is more important than being funny. **When a program team has fun, humor is an inevitable byproduct.** Trying to be funny without first having fun may lead to crude jokes and lifeless program.
  - How? Ensure the crowd is highly engaged either through lines, hand motions, or dancing.
- Be Brief
  - Why? Jim Rayburn said kids like events when songs are short, skits are short, and talks are short. When we're brief, we ensure that **all the time we fill is quality** and we leave people wanting more.
  - How? Rehearse and trim the script.

### Tips and Tricks

- Utilize apps like GO Button to organize music for Chalk TALK and have ontime sound cues
- Prepare very well for weekend camps. Have a script for every appearance and extra of all supplies. Refrain from trying to do a storyline-based program for a weekend, simply because it's difficult to fit a storyline in roughly two days. Instead, move in the direction of some highly-engaging characters that come out multiple times and have lots of fun.
- Be present at some SWAT and meal times (some program teams have separate characters to run during meals during the day).
- Write down or thoroughly think through what needs to be done before the day and address the needed help early rather than later. Asking in advance even for someone to be ready to do something (if you don't specifically know what needs to happen) is better than getting to a meal time or event and not being prepared. Ask for help and advice as you need others perspectives, because a fast paced environment causes you to not think through decisions with as much clarity.

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