

Summer Enrichment Camp Director Job DESCRIPTION

Leadership/Job Title: Summer Camp Director

Reports To: General Overseer of Family Ministries

FLSA Status:

Prepared by: Human Resources

Approved by: Bishop Joseph W. Walker, III

PRINCIPLE FUNCTION:

The Camp Director works with the Mt. Zion staff, local businesses, and camp counselors to develop a summer day camp program consistent with the needs and interests of the community. This is a management position that requires extensive planning, organization, and decision-making

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Recruits, interviews, and hires camp teachers and counselors.
- Attends and participates in training for the Director Position and the training of the camp counselors.
- Maintains open communication with the Overseers as necessary.
- Further trains camp counselors as necessary.
- Develops effective written program plans, including games, crafts, field trips, and special events for Summer Camp Program in consultation with the camp teachers and counselors. Camp Teachers and counselors are expected to assist with developing program plans.
- Assure that equipment and facilities are safely and properly prepared and maintained for use by program participants and staff. Arrange for broken and unsafe equipment and facilities to be repaired.
- Effectively supervise, coach and mentor the camp teachers counselors.
- Evaluate camp counselors and jointly develop improvement plans when necessary.
- Recruit needed volunteers and contract service employees (e.g., special guests such as musicians, magicians, etc).
- Garner publicity for the recreation program and/or special events by distributing newsletters once a week.
- Work with Mt. Zion staff to determine fees to be charged as required for special events.
- Maintain accurate and detailed financial records; controls revenues and expenditures; and makes recommendations for future budget appropriations. Supplements the budget through the use of fees and contributions.
- Develops a system of record keeping for all recreation resources in the community
- Including volunteers, activity instructors, contributors, special events, and past programs.
- Assists with the evaluation of the program.
- Prepares oral and written reports on all aspects of the Summer Enrichment Program as required.
- Coordinate weekly payroll in accordance to Mt. Zion policy.
- Prepare all purchase requisitions in accordance to Mt. Zion accounting policies

BASIC QUALIFICATIONS EXPERIENCE AND KNOWLEDGE

- Excellent knowledge of the principles, philosophy, and practices of recreation
- administration (e.g., program planning, leadership, risk management, budgeting, marketing & public relations).
- The ability to plan, promote and evaluate recreation services for the Summer Camp Program.
- Leadership skills for a wide range of recreation activities and special events.
- The ability to establish and maintain effective working relationships with the Mt. Zion Ministry and staff
- The ability to communicate effectively orally and in writing.
- The ability to lead and individually work to accomplish camp goals

EDUCATION AND TRAINING

Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities associated with this position and its essential job functions may be considered.

Current standard First Aid and CPR