

Ministry Position: Program Director

Report to: Executive Director or designate.

Schedule and commitment: May to August. This is a 24-hour responsibility, with time off each day. In addition staff receives one 32-hour period off each week

General description:

Program Director is responsible to design implement and supervise the daily and weekly program activities of the children and youth summer program that are fun, supportive and safe. The Program Director is to develop and offer activities that encourage a healthy respect for self, neighbor and the natural environment and which points participants to a discovery of God and God's loving concern for the world.

Specific Responsibilities:

1. Prepare a complete outline of the camp program for the coming season including camp theme, special days, evening activities, special meals, and sample daily schedules, in consultation with the Executive Director.
2. Coordinate program schedules with Program Staff each week, and review how the prior week schedule worked with the Executive Director.
3. Co-ordinate, supervise and lead evening programs, special day activities and camp wide programs utilizing camp staff as required and scheduled.
4. Work to develop Gracefield's program by researching and using a variety of games – both classic and new.
5. Organize and monitor the program resources. Ensure that equipment is stored safely throughout and at the end of the season.
6. Work with the Kitchen Staff to incorporate special meals into the program, after approval from the Executive Director.
7. Work with the Director to ensure the necessary announcements are made each meal, mixing information, fun, and characters, utilizing staff and campers. The Program Director would deliver the announcements twice a day. Always check with the Director before announcements are given.
8. Facilitate one programming session at least once per day.
9. On rainy days, creatively work to provide excellent programming to support the counseling staff. This includes programming during the afternoon when free swim is not possible.
10. Prepare and lead sessions for staff training - to include: scheduling, themes, special day programs, evening programs (prime time), rainy day activities, optional periods, campfire, and other sessions as expertise allows.

11. Provide the Director with a written final report. The final report should contain details about the program area, and inventory of equipment and supplies and suggestions for the future.
12. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.
13. Within reasonable limits, perform other camp duties as instructed by the Executive Director.

Qualifications and Necessary Skills:

1. Minimum 2 years' experience in camping program and/or youth ministry.
2. One year of counseling experience preferred.
3. Demonstrates a strong Christian faith and a willingness to serve.
4. Excellent organizational and planning skills.
5. A creative playful sense of fun.
6. Willingness to work within a team.
7. Standard first aid and CPR, NLS or Bronze Cross is a bonus.
8. Possess a valid Police Clearance Check with Vulnerable Sector

Screen Procedure: In accordance with the *Leading with Care* policy of The Presbyterian Church in Canada, screening of adults involved in ministry with children and youth includes completing a teacher/ leader form, and, in the case of prospective teachers/ leaders, an interview by two people, a reference check, and a Police Records Check for high risk ministries.