



Position: Base Camps Director

Reports to: Managing Director (MD)

Schedule and commitment:

May to August. This is a 24-hour responsibility, when LIT campers are on site, with time off each day. In addition, staff receive one 32 hour period off each week.

The **Base Camps Director** is responsible for working with the rest of the program staff in the planning and the execution of the Base Camp Programs at Gracefield Christian Camp and Retreat Centre. They are responsible for the preparation of curriculum, scheduling, and the supervision of the Base Camp staff and campers.

Specific Responsibilities:

Base Camps Director:

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 Managing Director.
2. Coordinate program schedules with Program Staff each week, and review how the prior week schedule worked with the Managing Director.
3. Co-ordinate, supervise and lead evening programs, special day activities and camp wide programs utilising 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. Organise 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 Managing Director.
7. Work with the Managing Director to ensure the necessary announcements are made each meal, mixing information, fun, and characters, utilising staff and campers. The Program Director would deliver the announcements twice a day. Always check with the Managing 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 counselling 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 Managing 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.

Within reasonable limits, perform other camp duties as instructed by the Managing Director.