

Camp Director
(Missouri Valley Conference)
Position Description

A. Position Overview

This is a year long, voluntary role. A competent Camp Director will undertake a variety of administrative, coordination and management tasks to ensure the youth camp session(s) they lead are high quality, successful and meet the established standards. To be an excellent Camp Director, you must have great communication skills and be an organized, detail-oriented, leader who can work effectively with others. The Camp Director will assist in the planning and organizing of high quality summer youth camp sessions and managing individuals to ensure all necessary tasks are completed. Camp Directors will be responsible for at least one youth camp session a year.

B. Reports To

Directly responsible to the Youth & Children's Ministry Director of the Missouri Valley Conference and the appointed Youth Programs Coordinator.

C. Relationship Hierarchy

- 1) Missouri Valley Conference President & Executive Board
- 2) Youth & Children's Ministry Director
- 3) *Youth Programs Coordinator*
- 4) **Camp Directors and Program Directors**
- 5) Camp Staff, Counselors and Volunteers

D. Main Duties and Responsibilities (to Camp Session)

- 1) Ensure a High-Quality, Christian Program is Maintained
- 2) Arrange On-Site Activities
- 3) Recruit Campers and Qualified Staff
- 4) Address Situations/Issues that Arise During the Session with Christian Demeanor
- 5) Maintain Session Schedule and Prepare/Substitute for Necessary Changes
- 6) Lead Assigned Camp Session(s)
- 7) Supervise Assigned Camp Session (managing staff, campers, events, emergencies)
- 8) Ensure Site Cleanliness and Safety (before, during and after session)
- 9) Make all Necessary Assignments and Arrangements for Session (cabins, positions)
- 10) Monitor Inventory Needs (food, supplies)
- 11) Attend Director Meetings and Maintain Effective Communication

E. Shared Duties and Responsibilities

- 1) Answer or Direct Camp Session Questions through Proper Assignments
- 2) Promote Programs and Camping Sessions
- 3) Identify and Appoint Qualified Individuals for Session Positions

- 4) Maintain Budget and Appropriately Track Spending
- 5) Maintain Proper Record Keeping and Abide by Confidentiality Requirements

F. Qualifications

- 1) Must be a Christian and in good standing with the Advent Christian Denomination.
- 2) Must be of strong Christian character and a Christian example to the community.
- 3) Must be able to work harmoniously with others (both above and below rank).
- 4) Must be a strong Christian leader with a passion and knowledge for youth ministry.

G. Preferred Skills and Experience

- 1) Communication (in person, electronic and by phone)
- 2) Leadership and People Management
- 3) Secretarial (budgeting, computer, phone, etc.)
- 4) Youth Camp Experience

H. Selection

*Interested individuals should apply and provide a resume along with a letter that defines the ways in which they are fit for this role.

- 1) Appointed by Youth & Children's Ministry Director.
- 2) Affirmed annually through a review and evaluation process led and determined by the Youth & Children's Ministry Director.

I. Success of the Role

The ideal candidate will be successful in running and coordinating their assigned camp session(s) and ensure all elements of the session are prepared satisfactorily. They will be passionate about ensuring the success of each session by working with others and solving issues before they arise. The successful Camp Director will work to make successful, high-quality camp sessions for youth in which youth are fed spiritually and prepared for the future. They will work effectively with others, including fellow Camp Directors of their assigned session and other sessions/programs.