

# Camp Mimanagish

## JOB DESCRIPTION

### Program Leader

**REQUIREMENTS:** Full knowledge of all camp policies and procedures.

**SUPERVISOR:** Program Team Leader 's report to the Camp Director and secondly to the Committee on Outdoor Ministries if needed.

**SALARY:** Directing will be on a volunteer basis for the week with Room and Board provided by the camp.

**SUMMARY OF RESPONSIBILITIES:** Minimum expectations for this position would include, but is not limited to:

The Program Team Leader is accountable for any information contained within the timeline and checklist on the Camp Mimanagish reference and training website. Supervision of counseling staff and campers.

#### **Prior to camp:**

- Assist in finding counselors for their camp (1 counselor to 7 camper ratio) Consult with the Associate Conference Minister and COM in finding counselors if needed.
- Develop a theme for the week
- Design a camp schedule, including all programs and activities for each day of the week.
- Send an information letter to campers and counselors.
- Send a general outline and schedule and any special requests to the camp Director and the conference office.
- Purchase craft supplies as needed (\$5.00 per camper). Turn in receipts to the conference office for reimbursement.

#### **The day before camp:**

- Make cabin and work crew assignments.
- Meet with counseling staff.

#### **The day camp begins:**

- Be present at registration to meet and greet campers and parents/guardians. (The leader is responsible to make sure that each camper feels welcome, has a nametag, and knows their cabin assignments.

#### **During camp:**

- Oversees all aspects of their camp.
- Daily counselor meetings to check-in and debrief.
- Communicate daily with permanent staff
- Communicate any problems or concerns with the Camp Director.
- Make rounds nightly to ensure all campers are accounted for.
- Prepare for emergency evacuation and fire drills.

#### **The last day of camp:**

- Provide an opportunity for an offering.
- Remain at camp until the last camper is picked up.
- Ensure that all the necessary clean up is done.

#### **After camp:**

- Complete an evaluation form and send to the conference office.

Major ideas should be presented and discussed during program time. The camp theme should be used throughout these programs. The leader will develop activities for the camp that are both traditional and non-traditional while keeping in mind that traditions are never set in stone and can be broken depending on the situation of the camp, the program team leader, and the camp director. The leader will be flexible and will keep in mind that the camp could change at a moment's notice. The leader needs to be able to add and delete as needed and make the best out of every situation. The leader will make sure that their rules and expectations are clear and understood. He or she will earn camper's respect by being consistent, having a good attitude, and maintaining authority at all times.

The leader will keep the Camp Mimanagish philosophy in mind and be faithful, conscious, diverse, structured, and ethical at all times.

Working in a mountainous camping environment can often be stressful and demanding. We would like all applicants to be aware of this.

Period of employment will be negotiated with the Committee on Outdoor Ministries (COM) at time of employment.

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