

Program Director

RESPONSIBLE TO: Summer Camp Director

OVERSEES: Program Staff, Counseling Staff

PROGRAM RESPONSIBILITIES: Oversees the planning and implementation of the general program in coordination with Summer Camp Director; provides leadership and discipleship for program assistants and all male program staff.

Program Administrator

RESPONSIBLE TO: Summer Camp Director

OVERSEES: Female Program Staff

PROGRAM RESPONSIBILITIES: Administrative assistant to the Summer Camp Director. Responsible for camper registration process (in coordination with Registrar), administrative office work, overseeing/mentoring female program staff, and assisting with other program needs as needed/available.

Women's Director

RESPONSIBLE TO: Summer Program Director

OVERSEES: Female Counseling Staff

PROGRAM RESPONSIBILITIES: Works with the Men's Director: to supervise, oversee, and mentor the counseling staff and campers; assigns campers to specific cabins for the upcoming week; handles camper problems (discipline, homesickness, etc.); oversees weekly campout activity; responsible for the management of the Snack Shop including: inventory, purchasing, and stocking of the Snack Shop.

Men's Director

RESPONSIBLE TO: Summer Program Director

OVERSEES: Male Counseling Staff

PROGRAM RESPONSIBILITIES: Works with Women's Director to: supervise, oversee, and mentor the counseling staff and campers; assigns campers to specific cabins for the upcoming week; handles camper problems (discipline, homesickness, etc.); oversees weekly campout activity; responsible for the management of the Snack Shop including: inventory, purchasing, and stocking of the Snack Shop.

Ropes Course Director

RESPONSIBLE TO: Summer Camp Director, Outdoor Education Director

OVERSEES: Program Assistants and counselors while working at Ropes Course.

PROGRAM RESPONSIBILITIES: Responsible for the management, scheduling, and implementation of the ropes course program and initiative activities; supervises all staff working on the ropes course and enforces all safety and established protocol standards; fulfills other program related tasks as directed by the Program Director.

Crafts Director

RESPONSIBLE TO: Summer Camp Director

PROGRAM RESPONSIBILITIES: Assumes complete responsibility for the crafts classes held during the morning activity periods as well as afternoon crafts free-time electives including: planning crafts projects and activities within the theme of the week, inventorying supplies, ordering and organizing all crafts supplies, and fulfilling other program related tasks as directed by Program Director.

Dining Room Hostess

RESPONSIBLE TO: Summer Camp Director, Food Service Director

OVERSEES: Volunteer Waitresses

PROGRAM RESPONSIBILITIES: Work with the Food Service Director to maintain a neat, clean, organized, and efficient running dining room facility; responsible for mealtime setup, cleanup, and serving, as well as the supervising and discipling of high school-aged volunteer waitresses; fulfills other program related tasks as assigned by the Program Director.

Health Care Manager

RESPONSIBLE TO: Summer Camp Director

PROGRAM RESPONSIBILITIES: Responsible for the physical health and well-being of all people involved with summer camp: monitors health care, maintains records, inventories and purchases medical supplies, educates staff on emergency procedures, administers medication, and provides emergency care (First Aid).

Media Specialist

RESPONSIBLE TO: Summer Camp Director

PROGRAM RESPONSIBILITIES: Responsible for photography and videography documenting daily camp life; prepares slideshows for Vespers; creates weekly promotional material including: weekly newsletter, weekly highlight video and photo DVD for camper purchase, and weekly website updates; assists with general A/V needs.

Maintenance Host

RESPONSIBLE TO: Summer Camp Director (Primarily), Maintenance Director (during workday)

OVERSEES: Volunteer Maintenance staff

PROGRAM RESPONSIBILITIES: Works with the Maintenance Director to perform general camp maintenance duties; disciplines and supervises high school-aged volunteer maintenance staff while performing general camp maintenance duties; fulfills other program related tasks as assigned by the Program Director.

Program Assistants

RESPONSIBLE TO: Summer Camp Director, Program Director, Program Administrator

PROGRAM RESPONSIBILITIES: Planning, implementation, and facilitation of all aspects of program as scheduled and directed by Program Director. Cross-trained in various areas of programming such as ropes, lifeguarding, archery, wilderness, etc. Assists with the planning and leading of various camp activities and special events.

Senior Counselors

RESPONSIBLE TO: Men's & Women's Directors, Summer Camp Director

OVERSEES: Jr. Counselor, Campers

PROGRAM RESPONSIBILITIES: Responsible for overall supervision and caring for personal, spiritual, and physical needs of a cabin of campers. Work in cooperation with Junior Counselor to fulfill these duties. Also assists program staff to run certain program areas or lead various activities (e.g. ropes course, field games).

Junior Counselors

RESPONSIBLE TO: Men's & Women's Directors, and Summer Camp Director

PROGRAM RESPONSIBILITIES: Assist Senior Counselor in overall supervision and caring for personal, spiritual, and physical needs of a cabin of campers. Also assists program staff to run certain program areas or lead various activities (e.g. ropes course, field games).