



Camp Director

Job Description

Brief Description

This is the person in charge of the oversight of the entire camp community

Qualifications

- Not less than 21 years of age
- Experience in a camp-type setting
- Minimum of 8 weeks of full-time experience working with a population similar to that which the camp serves.
- Minimum of 4 weeks of full-time administrative experience
- Experience running & coordinating large activities with young people and staff of adults
- A member in good standing at their home Episcopal parish
- Has been certified in *Safeguarding God's Children*

Responsibilities

- Shall be familiar with the administrative rules set out by the State of Michigan
- Overall responsibility for the day to day administration of camp
- Overall responsibility for assuring the care, safety, and protection of campers
- Ultimately responsible for the discipline of campers and staff, carried out by and in consultation with the Junior Camp & Senior Camp Directors
- Works with other staff to ensure activities run smoothly and the daily schedule will work
- Works with the Health Coordinator to ensure the safety of each camper and staff member by setting and enforcing health and safety rules
- Works with other staff to ensure the cabins are healthy communities, the young people are being taken care of and the cabin counselors are doing the job they need to do
- Works with other staff to ensure the formation program and worship services are Episcopal in nature and are feeding the young people and staff spiritually
- Runs all the safety drills along with the facilities manager if necessary
- Works with the state licensing board to ensure the camp program, training and everything else meets with the code
- Runs and/or oversees all the staff training
- Run and/or designates the running of staff meetings
- Works to ensure that all activities fit within the purpose statement of the camp and the mission statement of the Diocese.
- Practice appropriate boundaries and rules for life at camp, and encourage this with all staff members and campers.

Lines of Authority

- Reports directly to the Bishop.