



## Camp Director

### Brief Description

This is the person in charge of the oversight of the entire camp community during the weeks of camp and is in residence the entire time. Is responsible for the day-to-day administration of the camp and for assuring the care, safety, and protection of the campers.

### 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
- Regularly attends an Episcopal church
- Has been certified in *Safeguarding God's Children*

### Responsibilities

- Shall be familiar with the administrative rules set out by the State of Michigan
  - 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 with the Bishop, members of the Diocese and the Camp Supervisory team to create the program and objectives of the camp.
  - Ensuring the formation program and worship services are Episcopal in nature and are feeding the young people and staff spiritually
  - Ensuring that all activities fit within the purpose statement of the camp and the mission statement of the Diocese.
- While consulting with others, has
  - Overall responsibility for the day to day administration of camp
  - Overall responsibility for assuring the care, safety, and protection of campers
  - Overall responsibility in matters of discipline of campers and staff members
- Practices appropriate boundaries and rules for life at camp, and encourage this with all staff members and campers.
- Works with the camp from which we are renting to coordinate all activities (or assigns someone to do so)

### Lines of Authority

- Reports directly to the Bishop.

Note: If the Camp Director is away from the operation the staff will be notified about who is in charge. If the Camp Director is away for more than 12 hours, then the person who is left in charge shall meet the same qualifications as the Director.