



Camp Hebron

There's no place quite like it!

Sylvan View Program Director *Job Description*

General Statement of Responsibilities:

Organizes and implements the daily summer schedule for Sylvan View campers, supervising counselors and LITs, engaging support staff in program activities, coordinating planned activities. Carries out vision, focus and purpose of summer camp with staff.

Responsible To:

Program Director

Helpful Pre-Requisites:

- Previously served on summer staff as a counselor
- Organized, effective communicator
- Effective and efficient leader of both small and large groups

Specific Duties:

- Coordinates and implements pre-planned schedules with counselors and support staff
- Conducts daily staff meetings with counselors and LITs (schedule details, delegating responsibility, discussing problems, and scheduling hours off)
- Makes smooth transitions between beginning and ending each activity for their camp.
- Be present and get to know campers as much as possible
- Is responsible for the general atmosphere of the camp, stimulating staff and camper morale and enthusiasm, being aware of needs and problems
- Daily check-ins with Program Director with updates, staff morale and camper issues
- Take care of programmatic and hosting details so counselors can focus on relationship building with campers
- Addresses concerns of campers in a professional and timely manner
- Provide specific and timely feedback for counselors and LITs as they serve inside SV programs

Qualifications for All Staff:

- A professing and active Christian faith, including regular quiet times of Scripture reading and application, prayer, worship, and fellowship
- Spiritual and emotional maturity, personal integrity and honesty
- Desire to be a Christ-like role model for campers, guests, and fellow staff, and possess a genuine love for and desire to serve others
- Willingness and flexibility to cheerfully perform tasks and duties beyond those typically assigned
- Physical stamina and ability to daily perform duties assigned
- Understanding of and support for Camp policies, mission, and summer program goals