

STAFF DIRECTOR - JOB DESCRIPTION

RESPONSIBLE TO: PROGRAM DIRECTOR

The Staff Director works directly for the Program Director. His/her primary responsibility is to supervise the summer staff. He/she must be a person of spiritual maturity, who has demonstrated leadership ability and be at least 21 years of age.

RESPONSIBILITIES:

1. Be available to counsel with summer staff. To be a leader and role model, as well as someone to whom they can trust and talk. Meet with each staff weekly for prayer and updates.
1. Enforce the camp's policies & procedures, administering appropriate discipline after conferring with Program Director.
3. Make sure all are in by curfew and lights are out on time.
4. Make out duty charts to see that shared rooms are cleaned weekly (i.e.-kitchen, lounges, etc.). Inspect all staff rooms regularly. Supervise and organize end of week cabin clean up.
5. Encourage and build up the morale & attitude of staff.
6. Encourage staff to have a daily personal time alone with God.
7. Encourage staff to maintain discipline & participation in the daily schedule & help in program areas or maintenance when needed.
8. Plan and run staff events, trips, and activities with the help of Program Director.
9. Help Program Director with Staff Orientation Week and end of Summer Exiting Program.
10. Complete a written evaluation for each staff member. This evaluation will become part of their personal file. This should be done mid-summer and at end of summer (exiting review).
11. Help run all staff meetings and help out with devotions and Monday Night Bible Study.
12. Meet regularly with the Program Director to discuss staff and program, keep him informed, and to discuss all staff activities and trips.
14. Be alert to any special problems or strange behavior of staff, counselors, campers, or visitors, or anything that might threaten the safety of campers or staff. Report these immediately to the Program Director. Help out with night time security.
15. In the absence of the Program Director, will be given charge of staff and rental camps.