

Beulah Presbyterian Church Job Description

JOB TITLE: Bridge Camp Director FLSA Status: Non-Exempt

SUPERVISOR:	Director of Christian Discipleship	
PREPARED BY:	Director of Christian Discipleship	DATE: February 2019
APPROVED BY:	Staff Relations	DATE:

POSITION SUMMARY

Incumbent is responsible for planning (in cooperation with the Director of Christian Discipleship), directing and coordinating the weekly Bridge Camp summer day camp program for children completing 3-5 grade and, cooperatively, the Summers Best Two Weeks Program for children completing K-6 grade. The Bridge Camp Director works in cooperation with the Sonshine Camp/ Bridge Camp Counselors and Sonshine Camp Director, Summer's Best Two Weeks staff, camp-jr-high Director and Counselors, Summers Exceptional Two Weeks Staff, Director of Christian Discipleship, Coordinator of Camps and the Director of Youth and Missional Outreach for the camp season. The Director will work with three-four additional counselors in the Bridge Camp program and will coordinate work schedules with the Coordinator of Camps and supervise their roles and activities during the camp as well as coordinating coverage for before and after care. Must demonstrate a faith commitment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(1) **Major Activity:** Planning

- Consult with the Director of Christian Discipleship to coordinate weekly Bible lessons, themed activities, field trip and general daily schedule.
- Organize a full week schedule of activities to coordinate with lessons at least two weeks in advance to ensure preparedness. Present plan to Director of Christian Discipleship for approval, suggestions and execution strategies.
- Develop a list of needed supplies according to planned activities.
- Help plan and coordinate the Summer's Best Two Weeks camp with the Director of Christian Discipleship, Director of Youth and Missional Outreach and/ or the Summer's Best Two Weeks Director.

(2) **Major Activity:** Supervision

- Coordinate weekly schedules and duties of staff counselors in cooperation with the Coordinator of Camps.
- Articulate daily schedule and activity expectation of staff to counselors
- Articulate plans and expectations for coming week to staff in timely manner.
- With the help of the Director of Christian Discipleship, the Coordinator of Camps and Sonshine Camp/camp-jr-high Directors and Director of Youth and Missional Outreach coordinate before and after care coverage.
- Assist the Coordinator of Camps to account for all proper camper paperwork

(3) **Major Activity:** Christian Leadership

- Present Biblical lesson each day with the help of the staff counselors
- Coordinate weekly enrichment activities to reflect Biblical lessons.
- Work to integrate a serving focus among campers each week.
- Communicate with camper families each week as to topics covered and to be covered, building relationships with them
- Exemplify in word and deed a follower of Jesus way of living to teach by example.
- Work within the budget guidelines to manage camp activity in cooperation with the Director of Christian Discipleship.

(4) **Major Activity:** Field Trips and Pool Time

- Organize field trip experiences to include transportation needs in cooperation with the Coordinator of Camps and Director of Christian Discipleship along with any food needs.
- Ensure that the safety policies are followed at all times.
- Plan go to alternate activity options for those campers who are not swimming.
- Assist the Coordinator of Camps in obtaining all appropriate release and permission forms for trips
- Coordinate transportation with the Director of Christian Discipleship and the Coordinator of Camps.

(5) **Major Activity:** Performs other duties as assigned.**EDUCATION/TRAINING:**

As a preference, the Bridge Camp Director should have secular education experience or Christian Education experience, an education degree or working toward an education degree or other comparable experience. Some camp experience is encouraged and experience teaching and leading children is expected.

MINIMUM QUALIFICATIONS: In addition to the above Education/Training-

All clear PA Criminal and Child Abuse Clearances, FBI Fingerprinting, Mandatory Reporting On Line Training

Demonstrates a strong relationship with Jesus Christ as Lord and Savior and have a passion to nurture children in their relationship to know and accept Jesus as their Lord and Savior.

Develop creative programs to grow children and leading them to a saving faith in Jesus Christ.

Ability to teach and encourage spiritual development of children.

Build relationships with staff, children and families.

Organizational skills that will ensure that camp activities will run smoothly

Possess an open heart and listening ear as parents and children come to trust his/her counsel in matters of living out their faith.

Demonstrates compassion towards those who are hurting or need direction in their lives.

Employee Signature _____ Supervisor Signature _____

Date: _____

Date: _____