

Camp Jordan Camp Director

Duties and Responsibilities

Qualifications & Experience:

- **Must have a mature, growing relationship with Jesus Christ as their personal Savior.**
- **Must have the ability to communicate their testimony to others.**
- **Must sign and adhere to the Statement of Faith and Ethical Conduct Policy.**
- **Must have experience in Christian camping.**
- **Must have excellent written and verbal communication skills.**
- **Must have experience in the areas of counseling, teaching, and dealing with conflict.**
- **Must be able to take constructive criticism, be self-motivated, enthusiastic and resourceful.**
- **Must have the ability to delegate responsibility and ensure accountability.**
- **Ability to take direction from Camp Board.**
- **Must complete a current Criminal Record Check/Child Abuse Registry Check.**

Responsibilities:

Management:

- **Provide Leadership in the direction and management of the programs, and operational duties of Camp Jordan within the policies and procedure set out by the Camp Board. This includes specifically the development and implementation of the camp program, curriculum and spiritual activities of the staff and campers.**
- **Give direction to all staff and volunteers in order to facilitate the carrying out of the purpose and procedures of Camp Jordan.**
- **Develop and maintain a positive Christian atmosphere at the camp.**
- **Bring to the attention of the trustees in a timely manner issues of repair and maintenance of the property and facility.**
- **Hold daily staff meetings / devotions.**
- **Be responsible to collect all fees and supply to the treasurer or board approved carrier for deposit, on a weekly basis.**
- **Be responsible for the distribution of pay cheques to the staff.**

- Live on site during camp and have a board approved designated authority in place when leaving camp

Communication:

- Be responsible for the development, publication, and distribution of the brochures, bulletin inserts, website and other promotional material. All material is to be presented to the board for approval prior to distribution and implementation.
- Visit and maintain contact with association churches to promote the work of the camp.
- Connect with the Camp Jordan Personnel Committee weekly on matters that affect the operation of Camp Jordan and communicate critical issues to the committee as quickly as possible.
- Submit a written evaluation, to the Personnel Committee, of your job and responsibilities and include any suggestions you have for improvements that could be made to the camp ministry.
- Provide detailed end of year camp report to the Camp Jordan board

Additional Responsibilities:

- Serve with the board in the hiring process of staff.
- Ensure staff adherence to the Statement of Faith and Ethical Conduct Policy, and report to the board any violations.
- Work alongside the board in any staff disciplinary actions
- Record and submit approved travel mileage which will be remunerated at a rate set by the board.

Term of Employment:

- 14 Weeks total
 - 7 weeks prior to camp for preparation
 - 1 week of training
 - 5 weeks of camp
 - 1 week after camp