

# **Camp Jordan Program/Activity 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 verbal communication skills.
- Must show maturity in decision-making in all areas of camp life.
- Must have experience in the areas of counseling, teaching, and dealing with conflict.
- Must have the ability to delegate responsibility and ensure accountability.
- Must be able to take constructive criticism, be self-motivated, enthusiastic and resourceful.
- Ability to take direction from the Camp Director.
- Must complete a current Criminal Record Check/Child Abuse Registry Check.

### **Responsibilities:**

- Should be prepared to counsel each camper who makes a first time decision to live their life for Jesus Christ.
- Is responsible to record all spiritual decisions made at Camp Jordan and give to Camp Director at end of each camp.
- Sometime during each camp; pick 10-15 minutes to speak privately with each camper (one on one) in open setting where others can see you both but not close enough for others to hear your conversation.
- Is expected to live on site during the camping season.
- Responsible for camp while Camp Director is away for any short periods of time.
- Organize counselors for games and activities.
- Ability to organize, plan, lead activities, sports and games, and other assigned duties by the Camp Director.
- Organize the morning ceremony at the flag pole each day.
- Ring the bell each morning and other appropriate times throughout the day.
- Attend and participate (as directed by Camp Director) in all Staff Meetings.

- Write the 'Daily Schedule' on White Board, at front of dining room, prior to the flag pole ceremony.
- Check to see that all counselors are having their breaks as scheduled. Notify Senior counselors when you are on break and where you will be.
- Oversee and participate in activities as needed.
- Participate in 'Closing Programs' each week.
- During camper registration each week, ensure that there are counselors available to meet their campers at the registration table and to help them to their assigned cabin. Also, ensure that there are counselors in the cabins to help campers unpack.
- Notify all counselor's and campers that they are to be back at the dining room by 7pm on opening night.
- Remain on site after camp on Fridays, with all other staff, until all clean-up has been completed and camp is ready for the next week. A list will be posted for responsibilities for each staff member.
- After the camping season, 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.

**Approved by CJ Board 2016**