



Traveling Day Camp Assistant Director

JOB DESCRIPTION

General Responsibility:

To support Montlure's mission by co-leading staff, volunteers, campers, and their parents with the love of Christ and passion to share God's love. To organize and assist in leading Traveling Day Camps alongside the Camp Director in a way that they are successful to meet Montlure's program goals.

This is a seasonal position.

Responsible To: Camp Director; Accountable to the council of the Montlure Presbyterian Properties, Inc.

Specific Responsibilities:

1. Communicate the mission of Montlure to staff, volunteers, kids and parents during our program
2. Welcome all campers each day and cultivate an environment that creates lasting relationships
3. Lead and work alongside all staff living in Christian Community that creates lasting relationships
4. Assist Camp Director with daily duties including, but not limited to:
 - a. Understand the rotating daily schedule in order to prepare, set-up, and take down activities at the appropriate times throughout the day as well as at the end of each day
 - b. Registration Check in-Check Out
 - c. Lead large group games, Bible study, and/or facilitate worship as needed (with Training)
 - d. Discipline behaviors with love and consistency
 - e. Communicate to parents before/after camp each day
5. Lead church volunteers and help create an inviting community for them to participate in
6. Use first aid when needed and handling emergency situations quickly and calmly
7. Assist in the observations and quality control of our Traveling Day Camp programs
8. Assist in the organization and inventory of supplies for our Traveling Day Camp programs
9. Other duties as assigned by the Camp Director or dictated by the needs of Montlure Camp
10. Follow all Montlure policies, ACA standards, as well as any policies put in place by the church
11. Attend Staff Training in May (Mandatory)

Minimum Qualifications:

- Have a relationship with Jesus Christ and a passion for sharing God's love through all that you do
- Have prior leadership experience working with kids/youth, disciplining kids, and working with parents
- Hard work ethic, high energy, and ability to stay positive and patient when tired or tested
- Be a team player, willing to fulfill duties and roles that need to be done
- Ability to multitask, have strong organizational skills, and strong communication skills
- Ability to lead group games, Bible studies, and other activities
- Ability to stay focused and work long, non-traditional hours, and occasionally outdoors in the heat
- Ability to access situations calming and enforce safety while being loving and firm
- Flexibility and adaptability to a fluid program that can change for various community needs
- Completion of minimum training requirements, submission of health history and criminal background check, and hold First Aid and CPR certification prior to first day of camp
- Must be at least 19 years old