



# TRAVELING DAY CAMP PROGRAM LEAD

Job Description | Seasonal Employment

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**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 Traveling Day Camp Director in a way that they are successful to meet Montlure's program goals. This position may be filled on a weekly basis or seasonal basis depending on need.

**Responsible To:** Directly reports to the Traveling Day Camp Director; Accountable to the Camp Director and 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 Day 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. Manage, redirect and help regulate challenging behaviors with patience, love, and consistency
  - e. Lead and train new staff in a small group setting
  - f. Fill in for other staff members on breaks or in their absence
5. Be able to facilitate and run Day Camp as *primary* point-of-contact for the church (with training)
6. Lead church volunteers and help create an inviting community for them to participate in
7. Use first aid when needed and handling emergency situations quickly and calmly
8. Assist in the observations and quality control of our Traveling Day Camp programs
9. Assist in the organization and inventory of supplies for our Traveling Day Camp programs
10. Other duties as assigned by the Day Camp Director or dictated by the needs of Montlure Camp
11. Follow all Montlure policies, ACA standards, as well as any policies put in place by the church
12. Attend and assist with Staff Training in prior to camp (Mandatory)

## Minimum Qualifications:

1. Have a relationship with Jesus Christ and a passion for sharing God's love through all that you do
2. Have prior leadership experience working with kids/youth, experience working with challenging behaviors, and working with parents, preferably in a Montlure Traveling Day Camp setting
3. Hard work ethic, high energy, and ability to stay positive and patient when tired or tested
4. Be a team player, willing to fulfill various duties and roles that need to be done
5. Ability to multitask, have strong organizational skills, and strong communication skills
6. Ability to stay focused and work long, non-traditional hours, occasionally outdoors in the heat
7. Ability to access situations calmly, and enforce safety while being loving and firm
8. Flexibility and adaptability to a fluid program that can change for various community needs
9. 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
10. Must be at least 20 years old

11. Must have prior Day Camp experience
12. Must be available for all Traveling Day Camp weeks

**Pay Rate and Benefits:**

We strive to offer equitable and competitive salaries for employees while also recognizing working at camp is a non-traditional employment opportunity.

1. Traveling Day Camp Program Lead will be paid \$250 for Staff Training
2. Traveling Day Camp Program Lead will be paid a weekly camp rate of \$375-425 depending on experience
3. All meals are provided for the duration of camp (time off not included)
4. All housing is provided for duration of camp (time off included, if desired)

**Living Arrangements:**

1. Traveling Day Camp Staff stay together in shared living spaces at the host site each week
2. Weekends, Traveling Day Camp Staff will stay in shared living spaces with all other staff

**Transportation:**

1. Traveling Day Camp Program Lead is responsible for their own travel arrangements to Staff Training, and home from camp.
2. Montlure Day Camp utilizes a van for Day Camp, however due to logistics, some driving may be required in a personal vehicle. Montlure will provide a gas card for traveling to and from other camp sites if required.

**Time off expectations:**

1. Traveling Day Camp Program Lead will have approximately 48 hours off in between camp weeks, not including travel time
2. Traveling Day Camp Program Lead will have nights off, however prepping for the next day may go into non-traditional evening hours.