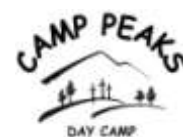




**Presbytery of the Peaks
2018 Camp Peaks Summer Day Camp
Assistant Program Director Position Description**



TITLE: ASSISTANT PROGRAM DIRECTOR

RESPONSIBILITIES:

1. **PROGRAM:** Assisting in all responsibilities of Program Director as it relates to the program. This includes the following:
 - a. Be the on-site supervisor
 - b. Plan for adherence to all camp standards and produce all documentation necessary
 - c. Lead opening and closing daily programs
 - d. Plan and lead whole camp activities
 - e. Supervise and support counselors in small group activities
 - f. Keep necessary records
 - g. Be the primary provider of health care and first aid
 - h. Communicate with parents as needed
2. **STAFF:** Assist in supervising Counselors and Counselors in Training (CITs) with Program Director
 - a. Directly Supervise and oversee CITs, including weekly evaluations
 - b. Provide a written report with recommendations for the committee at the end of the season regarding CITs

REQUIREMENTS:

1. Must be at least 21 years old
2. Current certification in CPR and First Aid (certification courses available upon hiring and will be paid by Presbytery)
3. Possess a valid driver's license & form of transportation to and from site locations

QUALIFICATIONS:

1. A deep commitment to Christ and his church; a love for all God's children and a desire to minister to them.
2. Knowledge and experience in leading camp ministry, leadership development, theological education for children
3. Preferably with college degree in similar area of study to children's ministry/education

ACCOUNTABILITY: Accountable to the Program Director

TIME REQUIRED:

Eight weeks of work: June 4 thru August 4 (not including week of July 3 thru 7)

Report to site each Sunday by 4PM for setup

Program schedule: Monday – Friday, 8 AM to 5 PM, with one evening possible per week for a church wide picnic

Also required is a staff orientation to be held in May (Date and location of training to be determined).

Compensation:

Contract position, \$437.50/week of programming, to be paid bi-weekly.

In the case of a cancelled week of camp, you may be asked to perform other duties as needed by the Presbytery in order to receive payment for that week.

\$600 travel allowance (maximum) for work related travel during camp, including transportation to and from the site location.

Mileage reports to be submitted monthly during the summer and reimbursed at the IRS allowable rate for business miles (currently \$.535 per mile). These monies will not have FICA applied. Per Presbytery Manual of Operations, there will be no reimbursement or additional monies paid for 'unused miles' in relation to the budget line items.

EVALUATION: Year-end review of performance by the Program Director.

Other Details: Lodging and meals are provided when camp is located more than 40 miles from your home. Each staff person is responsible for providing own transportation.

Contact Information:

Presbytery of the Peaks
1022 Floyd St., Lynchburg, VA 2450
434-845-1754
peakspresbytery.org

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