



Royal Redeemer

LUTHERAN CHURCH & SCHOOL

position Summer Camp Director

summary The Summer Camp Director works to ensure a fun, faith-filled, and safe summer day-camp experience for students. The Summer Camp Director will oversee most aspects of staffing, programming, and camper relations for our summer camp season. Duties include site and resource organization, as well as program management. Responsibilities include directing staff trainings; weekly planning meetings; managing camper information and groupings; maintaining fiscal records and working within a budget; maintaining camp resources and supplies; and interacting with parents, campers, staff, and administration as needed.

royal redeemer is

- A church and staff committed to following and fulfilling our mission to help people exchange everyday life for contagious Christian community.
- A church that is totally committed to seeking and faithfully carrying out God's will and His calling for us as a congregation.
- A church committed to team-ministry, desiring for the staff to be unified in God's vision and serving together in deep Christian love.
- A family of believers that is greatly committed to fulfilling the Great Commission and keeping the Great Commandment.

responsibilities

communication

- Prepare and send e-mail to parents regarding registration, camp procedures, and updates.
- Submit room requests for events and gatherings relating to summer camp with facilities scheduler.
- Respond to camp emails and voicemails in a timely manner.
- Update and maintain a functioning database of files for participants in the camp program.
- Send and receive timesheets for summer camp ministry hourly staff.

staffing

- Assist in the vetting, hiring and on-boarding process of Summer Camp Counselors and extended care workers.
- Ensure staff have all necessary paperwork, background checks, and training completed.
- Ensure adequate staff are in place to maintain a safe camp environment.
- Prepare and send out notices for camp leader training.
- Be onsite and available to help with day-to-day camp needs and step in as a camp counselor as needed.
- Print and prepare daily schedules and rotations of activities for campers and counselors.

overall

- Develop and coordinate Christ-centered camp programs and activities for a safe, engaging, high quality summer program.
- Provide organizational and programmatic support, as necessary.



- Oversee hiring and training of all summer camp staff alongside the Family Life Director.
- Oversee the follow-through of any correspondence necessary related to camp functions and activities. (i.e., special onsite events, etc.)
- Oversee camp recruitment and registration.
- Oversee designation of camper placement within groups.
- Address crisis management, discipline and troubleshooting issues related to campers and/or staff.
- Assist in determining supply and equipment needs. Maintain an inventory of supplies and resources; ordering and restocking as needed for camp activities and snack.
- Maintain a positive team atmosphere that includes campers, families, counselors, and church staff.
- Schedule, supervise and evaluate camp program staff providing support and disciplinary measures when necessary.

competencies/requirements

- Follower of Christ committed to teaching others about our Savior.
- Ability to work and lead in a team environment.
- Solid people skills, comfortable connecting with people on a wide range of issues.
- Current first aid, CPR, and AED training or willingness to receive training.
- Understanding of the day-to-day operations of day camp.
- Experience teaching students of all ages.
- Prior camp experience, background with children, experience managing a staff, flexibility, and a team spirit.
- Manages conflict situations appropriately.
- Willingness to submit to a background check prior to employment.

scope of position

Status: Full-time (40 hours/week; seasonal)
Pay commensurate with experience

Supervisor: Director of Family Life Ministry