

## QUINIPET JOB DESCRIPTION

Quinipet is a ministry of the New York Annual Conference of the United Methodist Church. All staff are a part of the ministry that takes place at Quinipet and are part of a team of persons, each doing different tasks and each supporting the other in a common summer camp ministry to children, youth, and adults.

**POSITION: Overnight Program Director**

**SUPERVISOR:** Resident Camp Director(s)

### QUALIFICATIONS:

- At least 18, 21 is preferred.
- Understanding of and personal commitment to Christian faith
- Desire and ability to work with children, youth & adults
- Ability to accept guidance, corrective criticism & supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Must have Drivers License.
- Ability to plan the week's activities and to supervise counselors
- Ability to teach activities and curriculum
- Certification in First Aid and CPR preferred

### GENERAL RESPONSIBILITIES:

To plan camp activities for assigned group on a weekly basis, to be ultimately responsible for the group's safety and well being. To give supervision to the counselors, CITs, and other paid and volunteer staff assigned to the group. To lead campers and other staff by example. All staff are expected to participate in camp activities including orientation, chapel, campfires, all-camp, vespers and skit-night.

### PRIMARY RESPONSIBILITIES:

- To prepare a schedule of activities as needed for the week
- To prepare to use the curriculum and other Christian resources (Daily Bible Study)
- To prepare activities that nurture Christian growth and understanding
- To prepare activities for the week that nurtures a positive experience for all campers
- To obtain resources needed for activities
- To prepare creative activities to help fill voids in schedule
- To adequately communicate with all staff members
- To be sure the cabin and surrounding areas are neat, clean, and in good repair
- To give adequate supervision and guidance to staff including CITs
- To give staff opportunities to perform as "leadership" (doing Bible study, leading campers, etc.)
- To transport campers to and from activities
- To schedule adequate breaks for staff members
- To assist in emergencies and fill out reports accordingly
- To report incidents and/or accidents to supervisor

- To obtain copies of camper health forms for off Island trips
- To obtain permission for trips and special activities from supervisor
- To fill out request forms as necessary
- To assist campers in chapel and skit night preparation
- To make cabin welcome signs at the beginning of the week
- To clean vans after the camp group uses them
- To be sure to park vans on the hill by the Facility Manager's house following use
- To have campers fill out an evaluation at the end of the week
- To provide a positive encouraging and uplifting attitude toward campers and counselors

**SECONDARY RESPONSIBILITIES:**

- To assist the Resident Camp Director as needed and assigned
- To participate in committee activity planning/leading
- To assist with other leadership staff in the event of an emergency
- To assist as requested and assigned with other camp functions and activities
- To assist in weekend transportation of staff as available