

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: Day Camp Program Director

SUPERVISOR: Day Camp Director

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
- Ability to teach activities and develop curriculum
- Ability to plan the week's activities and to supervise counselors
- Certification in First Aid and CPR is preferred

GENERAL RESPONSIBILITIES:

- To plan the entire summers activities for assigned group on a weekly basis, to be ultimately responsible for assigned group's safety and well-being, and to give supervision to the counselors 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 a theme (curriculum) for each week
- To prepare activities for the week that nurtures a positive experience for all campers
- To attain resources needed for activities
- To prepare creative activities to help fill voids in schedule
- To adequately communicate with all staff members
- To adequately communicate with the parents of campers if necessary
- To be sure that Wesley and surrounding areas are neat, clean, and in good repair
- To give adequate supervision and guidance to staff
- To give staff opportunities to perform as "leadership" (leading game, activities etc.)
- To assist in emergencies and fill out reports accordingly
- To report incidents and/or accidents to supervisors
- To prepare bulletin board with the theme (curriculum) of the week
- To help Registrar with camper registration

To provide a positive encouraging and uplifting attitude toward campers and counselors

SECONDARY RESPONSIBILITIES:

To assist the Day Camp Director as needed and assigned

To run camp store and order products as needed (Love Bug PD)

To organize movie night for day campers

To participate in committee activity planning and 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 help with breaks for counselors when free

To take initiative when not assigned otherwise to assist where needed

To participate in committee activity planning/leading