

St. John's Presbyterian Church

Position Description:

Camp Elmwood Director

January 2023

Seeking an enthusiastic camp director to manage our annual outdoor 2-week summer camp, now in its 27th year.

Camp Director Responsibilities:

- Consult with Christian Education Commission, Pastor and Administrator to determine camp requirements.
- Develop a camp curriculum with level-appropriate activities.
- Plan daily camp activities and creating activity schedules.
- Develop marketing (leaflets, posters, advertising) and submit to advertisers and social media accounts.
- Present camp information to prospective campers and parents.
- Hire camp employees, including teen directors and after-camp care counselors.
- Oversee camp employees and ensuring the wellbeing of campers.
- Manage the allocated budget; order camp equipment and supplies.
- Modify activities for campers with special needs.
- Ensure safe practices and a healthy camp environment.
- Keep records and document process.
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Camp Director Requirements:

- Demonstrable experience with camps and camp leadership managing similarly structured camps.
- Experience in planning and developing camp curricula, as well as modifying activities when required.
- Ability to hire, train, and oversee camp employees, as well as ensuring the campers' wellbeing.
- Extensive experience in working with children, snacks, supplies, and equipment.
- Ability to manage budgets and monitor expenses.
- Proficiency in office software (MS Word, Excel, Google Apps) necessary to produce marketing, organization of camp, and keep on budget.
- In-depth knowledge of activity-related safety regulations, as well as health and sanitation requirements.
- Ability to document processes and perform recordkeeping.
- Excellent interpersonal and communication skills.

-- Campers are on site weekdays, July 17 through July 28, 2023 8:45am to 5:30; and, on Friday, July 28, 2023 camp ends at 7:30pm (after family barbecue and talent show).

-- Camp director to work remotely, as needed, from February 2023 until July 7, 2023; and, work on-site, 40 hours/week during the weeks of July 10-14, 17-21, 24-29, 2023.

-- Remuneration is \$3000.

Please send a resume and a cover letter introducing yourself to sjoffice@stjohnsberkeley.org

do not call the office or visit for more information