

New York Annual Conference Position Description

Job Title: Family Camp Program Director
Department/Area: Kingswood Campsite
Reports to: Kingswood Director
Direct Reports: None
Classification: Temporary (seasonal)

Summary: Develop, set up, and deliver programs for campers which provide activities for families and opportunities for community building among campers. Speak to each family (or camping group) to provide a welcome, gather camper information, answer questions and communicate essential information.

Principal Duties or Tasks:

- Before summer camp begins, develop a weekly schedule of programs (such as; campfire cooking, crafts, nature, hike, social activities, labyrinth orientation, group campfire), produce program signs and purchase needed materials.
- In the days before camp opens, be on site to set up these programs, organize the common areas of the barn (games and books, etc.), design bulletin boards, set up the barn Nature Center with new displays and activities.
- Lead daily programs for those camping at Kingswood.
- Update and stock the Nature Center activity area, the barn game area, the upstairs barn sports area, and the craft area so these common spaces feel welcoming to campers.
- Speak to each family (or camping group) to provide a welcome, gather camper information, orient newcomers to the site, answer questions and communicate essential information.
- Keep the labyrinth, prayer trail, and nature trail current.
- Communicate with and work cooperatively with managers and lifeguard to provide a well-coordinated, welcoming camping experience, including enforcing rules.
- Provide continuity for the camp from week to week by leading staff meetings with managers and lifeguard at the beginning of each week.
- Lead the Sunday morning Chapel Service.
- Remain at camp after Labor Day to take inventory and store equipment and supplies for the winter.

Qualifications:

- Capable communicator with people of all ages.
- Educator who can develop and deliver programs that are interesting and appropriate for preschool age to senior citizens and has the ability to adapt program in the moment, depending upon who comes to the program that day.
- Knowledge of natural history and camping skills such as; fire building, campfire cooking.
- Comfortable speaking about faith and leading spiritual programs.
- Friendly, welcoming, approachable.
- Mature – able to be clear about the rules and to speak graciously with those who are not acting in the spirit of Kingswood's mission statement.
- Team player; able to make cooperative decisions with other staff and work as a team, sometimes doing tasks outside of the PD job description.
- Independent; able to live in a rustic cabin (outhouse, no running water or electricity).

If interested, please contact Cheryl Winship, Director of Kingswood Campsite at cwin1@frontiernet.net.