

Job Title: **Program Lead** Job Description ~

Department: Program

Reports to: Program Director

**Position Summary:**

- Be the main leader for our Jr. high & Sr. high school summer program camps. Plan and execute from start to finish of each camp. Work on a team of 3 other Program Leads. Provide a fantastic camp experience for both teens and staff.

**Specific Responsibilities:**

- Work with other Program Leads to plan each week's program.
- Develop a supply list to support the program for each week.
- Acquire the supplies or coordinate with appropriate people to have supplies present in a timely manor.
- Lead and support cabin leaders from start to finish of each camp.
- Clearly communicate expectations to cabin leaders
- Clearly communicate schedule to cabin leaders
- Communicate camp information and directions to the whole camp at appropriate times. (you are the ones on the microphone at chapels, games, meals, and as needed.
- Interface with key department leaders and staff to accomplish goals of the camp. (Chalk talks, Teen serve, Program staff, maintenance and others as needed.

**Essential Qualifications:**

- Lead your peers – able to communicate to your peers important information as well as deal with concerns and needs as they arise.
- Lead and train cabin leaders – able to clearly communicate information that will make a cabin leader an effective part of the life changing experience in Christ we are called to.
- Able to look ahead and prepare for the 'next' element or activity in the schedule.
- Able to be attentive to detail.
- Desire fun for campers and leaders.
- Self-controlled to stay on task.
- Flexible and able to discern a time for fun and a time for direction. And flexibility on unexpected challenges and opportunities.
- Must be a team player and work collaboratively toward the goals of the camp.

\*This job description is by no means all inclusive. It is an overview to provide a general idea of what the position involves. There will be other camp duties involved and on occasion you may be asked to fill in for other positions when the need arises.

Employee Review:

I have read the above and Job understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time-to-time in order to meet the ministry's needs. I have been given a copy of this description.

Staff's Signature: \_\_\_\_\_

Date: \_\_\_\_\_