



Community of Christ

Lake Doniphan Conference and Retreat Center Position Description

Date	January 22, 2023
Title	Day Camp Director
Education Requirements	Bachelor's Degree in Recreational Management, Teaching, Psychology, or a related field.
Experience Required/Desired	Minimum of six years successful and progressive management experience in a day camp setting or an institution (school, health care facility, etc.).
Immediate Supervisor	Executive Director
Employment Status	<input checked="" type="checkbox"/> Full Time Seasonal (40+ hours per week, the end of May – Beginning of August, Part time February to May) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: Click here to enter text. <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	<p>This position is responsible for developing, facilitating, and overseeing the Day Camp program with the Executive Director—in accordance with Community of Christ and the American Camping Association requirements and applicable safety, health, and accreditation standards—to serve the program needs of patrons and guests. The Day Camp Director is responsible for planning and scheduling all activities as well as supervising, guiding, and rotating day camp staff. The Day Camp Director is also responsible for registrations and parent communications.</p> <p>Must have a flexible schedule with the ability to work weekends and holidays as needed, and the ability to fill in for other staff roles in their absence.</p>
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ol style="list-style-type: none">1. Provide daily leadership in the operation of Lake Doniphan's Day Camp program to serve the youth and families of the community.2. Ensure the adherence to Lake Doniphan policies, procedures and ethics.

	<ol style="list-style-type: none"> 3. Lead by example by maintaining a positive working relationship with all Lake Doniphan employees, by regularly working alongside staff and performing tasks when staff are not available (teaching a class, hauling trash, leading a group of campers, etc.). 4. Inspire a team-oriented environment that fulfills the mission and success of the organization. 5. Serve on the Summer Planning Team (SPT) – join in planning meetings and give feedback on staff roles and Day Camp needs. 6. Develop and direct programs for Lake Doniphan Day Camp. <ul style="list-style-type: none"> • Oversee all staff and programs related to Day Camp. • Create the weekly schedule, coordinate special programs/activities, and develops program ideas. • Coordinate the flow of Day Camp activities ensuring rental group programs are not interrupted. • Coordinate changes in schedules as they occur during the week. • Prepare and coordinate alternative activities in the event of inclement weather or scheduling overlap, including rainy day locations. • Communicate with the Executive Director about schedule or logistical changes throughout the week. 7. Be the primary phone contact for Day Camp registration inquiries, communications, scheduling, invoicing, and collecting payment for Day Camp. 8. Supervise daily check-in and check-out of all day campers, ensuring the process is safe, welcoming, and easy to execute/understand. 9. Supervise and direct all staff and volunteers assigned to work with the Day Camp program. This includes observing staff and volunteers, providing feedback, being available for staff feedback/concerns, and leading by example. 10. Track and assign Day Camp staff to weekly roles. 11. Manage the Day Camp Budget with the Executive Director; stock and maintain all Day Camp program equipment. 12. Maintain all Day Camp records including camper forms, master scheduling, camper assignments, staff assignments. 13. Develop and maintain strong parent relations by answering questions, communicating camper concerns, and sharing updates in the weekly parent letter. 14. Responsible for all other duties that may be assigned.
<p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<ol style="list-style-type: none"> 1. A commitment to Community of Christ and Lake Doniphan missions, philosophies and values. 2. Experience with developing programs and overseeing program budgets. 3. Ability to establish and monitor a team-oriented environment; to provide staff leadership to fulfill organizational goals and objectives. 4. Excellent communication skills: verbal, written and listening; provide front-line leadership for public relations initiatives and marketing efforts; possess excellent grammar, punctuation, and proof-reading skills with command of the English language. 5. Proficiency with the Internet, Microsoft Office, and ability to quickly learn other software. 6. Understanding of the camping and hospitality industries.



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	7. Background in non-profit 501(c)(3) organizational management.
Supervisory Responsibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Staff numbers range from 3 to 15 or more, seasonally.
Other Duties	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
Registered Youth Worker	Employee is required to be a registered youth worker with Community of Christ or be able to register before first day of employment.
Anti-Harassment Training	Employee is required to complete the anti-harassment training within 30 days of hire and annually thereafter.
Grade (To be filled out by Human Resource Ministries)	N/A
Ministerial Status (to be determined by Human Resource Ministries)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status (to be determined by Human Resource Ministries)	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
