

Westview on the James Job Description

Summer Program Director

(Seasonal)

Responsible to: *Assistant Camp Director*



Position Summary: The Summer Camp Program Director is responsible for the implementation and supervision of the summer camp program. This role involves managing a team of counselors and staff, ensuring the safety and well-being of campers, and fostering an inclusive and positive camp environment that fulfills Westview's Mission and Vision statements and in accordance with ACA's Best Practices.

General Responsibilities:

- Implementing the summer camp program
- Develop age appropriate activities for campers
- Supervise the summer support team
- Overall supervision of camp staff
- Participate wherever needed to strengthen the quality of all camp programs
- Maintain communication with the Assistant Camp Director

Specific Responsibilities:

- Assist in hiring the summer camp support team
- Assist in the implementation of staff training programs
- Assist in hiring camp staff
- Enforce camp policies
- Attend recruiting event
- Lead summer camp staff.
- Coordinate staff schedules
- Run mid-week staff meetings during summer camp
- Obtain all required certifications and trainings to run a successful camp program
- Work with Health Staff to ensure best health practices for campers and staff
- Ensure that all camp activities align with ACA's Best Practices.
- Ensure that all camp activities align with Westview's Mission

Qualifications:

- Minimum of 21 years of age
- One year previous Westview experience or 3 years overall camp experience required
- Secondary education is preferred
- Have the knowledge and skill set to run all Program activities
- Be able to live by Westview's Statement of faith
- Valid Driver's License
- Must be able to pass a background check

Westview's Mission- "To create a place apart to grow with God in every season."

Revised 8/29/2024