



# OVERNIGHT CAMP PROGRAM LEAD

Job Description | Seasonal Employment

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## **General Responsibilities:**

To support Montlure's mission by leading staff, volunteers, campers, and their parents with the love of Christ and a passion to share God's love. To assist, organize, and lead Montlure's overnight programs alongside the Camp Director in a way that they are successful and meet Montlure's program goals. To supervise and direct staff and volunteers ensuring job performance and duties are being met. To give directives to campers and staff in an "up front" role throughout the camp week. To familiarize the responsibilities of the Camp Director's role in order to develop leadership skills within camping ministry.

## **Responsible To:**

Montlure Camp Director; Accountable to the council of the Montlure Presbyterian Properties, Inc.

## **Responsibilities:**

1. Welcome all campers, staff, and volunteers each day of the week and create a Christian Community to live in that creates lasting relationships
2. Support the Director as various needs arise during camp, and during "off" times; be on-call two nights each week
3. Be thoroughly familiar with the schedule, including all nuances and details to ensure program activities run accordingly and camp stays on schedule
4. Assure all Montlure's procedures and protocols are being followed and enforced
5. Give directives and announcements to campers and staff at various times throughout the day
6. Organize schedule for KP duty and stewardship tasks each day as needed
7. Supervise and coordinate with the weekly recreation staff in order to ensure continuity
8. Supervise and support Back-up staff and Counseling Staff
9. Assist in supervising and supporting all volunteers
10. Be an extra adult in emergency situations (for example, riding with nurse/camper to urgent care)
11. Oversee Camp Store inventory, camp store budget/place orders when necessary, and run camp store during camp weeks
12. Oversee, organize, and manage inventory and supplies; conduct end of season inventory
13. Assist with special activity set-ups and meal serving as needed
14. Nightly rounds and morning supervision of campers to support counseling staff
15. Be willing to step in for staff members in any role as situations arise
16. Attend Staff Training, and assist with planning and leading segments as needed
17. Adhere and enforce all Montlure policies and ACA standards (with training)

## **Qualifications:**

1. Have a relationship with Jesus Christ and a passion for sharing God's love through all that you do
2. Ability to work long hours, standing and/or sitting, outdoors, and in various weather conditions
3. Have high energy, loving kindness, and patience at all times with campers and staff/volunteers
4. Be comfortable speaking and leading from the "front"
5. Ability to stay focused and work non-traditional hours to make certain the job is well done
6. Be a team player, often helping with activities, or filling in others as needed

7. Ability to create a welcoming and open environment
8. Ability to remain positive around staff, volunteers, and campers at all times
9. Ability to remain calm in stressful situations and make clear decisions under pressure
10. Have leadership experience working with kids/youth including managing and redirecting challenging behaviors
11. Have leadership experience and maturity to assist with supervising staff, and confront problems or issues head on
12. Hard work ethic, stay positive and patient when tired or tested
13. Flexibility and adaptability to a fluid program that can change for various daily needs
14. Ability to problem solve and find creative solutions to challenges that may arise
15. Completion of training requirements, submission of health history and criminal background check, hold First Aid and CPR certification and AZ Food Handler's license prior to first day of camp
16. Prior camp leadership experience is highly preferred
17. Must be at least 21 years of age

### **Pay Rate and Benefits:**

We strive to offer equitable and competitive salaries for employees while also recognizing working at camp is a non-traditional employment opportunity.

1. Overnight Program Lead will be paid \$250 for Staff Training
2. Overnight Program Lead will be paid at a weekly camp rate at \$425-\$450, depending on experience
3. All meals are provided for the duration of Overnight camp (time off not included)
4. All housing is provided for duration of Overnight camp (time off included, if desired)
5. The two weeks between staff training and Overnight camp are negotiable as potential Traveling Day Camp Counseling staff for additional salary

### **Living Arrangements:**

1. During Overnight Camp, the Program Lead will stay in the staff quarters, with at most one-roommate.
2. During weeks of Traveling Day Camp, housing is negotiable at Day Camp site.

### **Transportation:**

1. Overnight Program Lead is responsible for their own travel arrangements to and from camp
2. A personal vehicle is not required, but is preferred. Montlure will reimburse mileage for errands run during camp, if needed.

### **Time off expectations:**

1. Overnight Program Lead will have at least 24 hours off in between camp weeks
2. Overnight Program Lead will have a half day off mid-week (ability to leave site if desired)
3. Overnight Program Lead is on-call and on duty as needed during nights (officially on-call two nights, backup on-call all nights)