



# Camp in the City Program Lead Job Description

**Main Objective:** To support Montlure's mission by co-leading staff, volunteers, campers, and their parents with the love of Christ and passion to share God's love. To organize and assist in leading Camp in the City alongside the Camp in the City Director in a way that they are successful to meet Montlure's program goals.

**Reports To:** Camp in the City Director; Accountable to the Montlure Camp Director and the Council of Montlure Camp

## Roles and Responsibilities

- Communicate the mission of Montlure to staff, volunteers, kids and parents during the program
- Welcome all campers each day and cultivate an environment that creates lasting relationships
- Lead and work alongside all staff living in Christian Community that creates lasting relationships
- Lead church volunteers and help create an inviting community for them to participate in
- Assist Camp in the City Director with daily duties including, but not limited to:
  - Understand the rotating daily schedule in order to prepare, set-up, and take down activities at the appropriate times throughout the day as well as at the end of each day
  - Registration Check in-Check Out
  - Lead large group games, Bible study, and/or facilitate worship as needed (with training)
  - Manage challenging behaviors with patience, love, and consistency
  - Lead and train new staff/volunteers in a small group setting
  - Fill in for other staff members on breaks or in their absence
- During weeks that have a small Camp in the City team, may be required to serve as a counselor
- Use first aid when needed and handling emergency situations quickly and calmly
- Assist in the observations and quality control of our Camp in the City programs
- Assist in the organization and inventory of supplies for our Traveling Day Camp programs
- Other duties as assigned by the Camp in the City Director or dictated by the needs of Montlure Camp
- Follow all Montlure policies, ACA standards, as well as any policies put in place by the church
- Attend and assist with Staff Training prior to camp (Mandatory)

## Qualifications

- Have a relationship with Jesus Christ and a passion to share God's love in all that you do
- Have prior leadership experience working with children, experience working with challenging behaviors, and working with parents, preferably in a Montlure Camp in the City setting
- Possess the strength, endurance, and *patience* to maintain positivity and oversight of campers while working non traditional hours
- Ability to lead large group games and activities with high energy and positivity
- Be physically able to maintain energy through rigorous games and activities, ability to live/sleep on church grounds, and ability to work occasionally outdoors in the heat
- Possess the visual and auditory skills to identify and respond to environmental and other hazards related to camp activities
- Ability to assess situations calmly, and enforce safety, regulations, and expectations while being loving and firm
- Have high energy, loving kindness, positivity, and patience with campers at all times
- Have a positive attitude and be a team player with other staff and volunteers, always
- Ability to multitask and plan ahead for multiple activities as once, often with little supervision
- Flexibility and adaptability to a fluid program that can change for various community needs
- Completion of minimum training requirements, submission of health history and criminal background check, and hold First Aid/CPR certification prior to first day of camp
- Must be at least 19 years old to apply, preference for those who have prior camp staff experience.

## Pay Rate & Benefits

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

- The Program Lead is paid \$300 upon completion of Staff Training
- Each completed week of camp will be paid at a rate of \$375-\$425, depending on experience
- All meals are provided for the duration of employment (time off not included, but many leftovers)
- All housing provided for duration of contracted camp weeks

## Living Arrangements

- Staff will be assigned personal space in the staff living quarters in Greer for weekends between Camp in the City weeks
- During the week, staff will sleep in designated space at the host site. Staff bring air mattresses/bedding (or Montlure can provide these for you.)

## Transportation

- Staff are required to make their own travel arrangements to staff training at the beginning of the camp season. Staff are responsible for their return trip home. We will work with staff on carpool arrangements if available
- Camp in the City Staff will travel to the host site on Sundays in the camp van; Staff will return to overnight camp on Friday evenings in the camp van
  - If additional vehicles are required for Camp in the City, carpooling may be an option and Montlure may designate one additional vehicle to provide gas for

## Time off Expectations

- The Camp in the City Lead will have Friday night off each weekend, once the van is cleaned out on return to camp.
- On Saturdays, Camp in the City Staff are expected to report at time set by the Camp in the City Director in order to prep supplies and the van for the following week. Saturday evening is dinner, fellowship, and worship with the full camp staff.
- Sunday morning start time set by the Camp in the City Director

**We expect all staff to adhere to quiet hours and lights out.** *It is part of the job to be well-rested for the next day of camp in order to properly care for campers and ensure the overall safety and success of our program. Keeping late hours will not be tolerated.*

### **What is not considered time off:**

- Meal Time; All meals will be eaten together as a staff or with campers at designated times
  - This includes Breakfast which coincide with our morning staff meeting.
- Morning Staff Devotion time; We expect all staff to be ready for the day prior to breakfast/staff meeting and subsequent devotion time. Devotion time is not time to get ready for the day.
- After program time is over (Either 3pm or 5pm depending on site)/Evenings; There will be multiple tasks and clean up to complete before staff are on "break." *After* the scheduled break, all staff will reassemble to debrief, eat dinner, and either work on other camp related tasks or have worship together. Although campers may be offsite, staff are still working and part of continuing the camp staff culture and environment. While there is typically downtime, *staff are expected to stay on site* unless arrangements are made prior and approved by the Director.