

# Program Director Job Description – IOLBC

*“To know Jesus Christ and to make Christ known to all”*

**Job Title:** Summer Program Director

**Reports To:** IOLBC Directors (for oversight and guidance), Director of Programs (for employment, supervision, and support), other Summer Program Director at the same site (as an equal partnership), and fellow staff members (for accountability)

## **Summary of Position:**

The Program Directors at both Ingham and Okoboji help full-time leadership lead staff training, including announcements, transitions, giving talks during training sessions, organizing activities, etc. They are also the key people to lead summer staff through each week of on-site programming. These individuals help oversee and ensure quality programming and appropriate behavior among staff and campers. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers’ needs and who prayerfully support each other and campers. Program Directors are privileged to let God work through them to disciple staff and impact campers so they may “know Jesus Christ and make Christ known to all.”

## **Essential Job Requirements:**

- Attend leadership training week, full 2-week session of staff training and full summer session (unless special arrangements are made in advance)
- Conduct daily meetings with counselors to make any necessary preparations for the day
- Prepare supplies for all major games and activities or designate appropriate staff to do so.
- Lead large group games and activities, or designate appropriate staff to do so
- Make necessary announcements, and lead campers and staff through all major transitions in the daily schedule
- Communicate clearly with Director of Programs and fellow staff.
- Ensure safety for campers and other staff by following IOLBC’s Safety Policies
- Equip counselors to enforce positive discipline and conflict resolution, and involve the support them when they need extra help.
- Build encouraging relationships with other counselors and staff

## **Required Education:**

- High School Diploma or Equivalent
- 1 Year of College or Work Experience Preferred

## **Required Experience:**

- Must have some previous leadership experience
- Must have some ministry related experience

## **Required Skills:**

- Must possess good interpersonal skills
- Must be able to communicate clearly with Director of Programs, campers, and fellow staff.
- Must communicate a strong understanding of Christian teaching and theology

- Must communicate a strong knowledge of the Bible

### **Other Helpful Skills:**

- Musical Instruments (Guitar, Drums, Piano, Violin, Trumpet, etc.)
- Singing
- Drama/Skits/Acting
- Lifeguarding
- Crafts
- Leading Games/Activities
- Writing and Leading Bible Studies

### **Physical Requirements:**

- Must be able to travel around camp and off-site with the campers throughout each day
- Must be able to participate in camp activities for 14-hour days (with scheduled breaks)
- Must care for themselves in order to be alert, creative, and energetic.
- Must be able to live in group housing with other staff of the same gender, with some accessibility accommodations.

### **Mental Requirements:**

- Must maintain a positive attitude at all times
- Must be willing to step outside comfort zone
- Must be willing and ready to serve in any way needed to ensure a good camp experience
- Must be willing to fulfill occasionally assigned weekend duties

### **Supervisory Responsibilities:**

- During Youth and Family Camps, Program Directors are expected to supervise the Senior and Junior Counselor staff, empowering them to ensure safety, create community, guide social expectations, and teach Biblical truth. Program Directors are expected to build positive relationships with youth, families, and other adult leaders. They are to display a positive model of Christian living for all as they lead by example and service to help campers feel welcomed and engaged.

### **Working Conditions and Expectations**

Program Directors are expected to:

- Claim Jesus Christ as Lord and Savior and conduct yourself at all times as a representative of Christ and His ministry
- Wear camp nametags throughout the week.
- Dress modestly and neatly, with care to conceal undergarments (i.e. no spaghetti-strap tank tops, no low riding pants, one-piece swimsuits, etc.).
- Remain on camp premises unless designated a free night or given permission by a program director.
- Work with all staff members to make sure camp property is cared for, effective, safe and clean.
- Refrain from pursuing new dating relationships with other staff members until after the summer.
- Abstain from sexual activity (except within marriage between husband and wife).

- Abstain from drugs, alcohol and tobacco for entire summer contract period.
- Teach and support theology that is consistent with Ingham Okoboji Lutheran Bible Camps.
- Pray regularly for the camps, the staff, and the campers.

In addition:

- On camp premises you may only play Christian music out loud
- Only movies with a rating of PG-13 or LESS (G, PG) may be played on camp premises.
- 12 a.m. curfew Saturday through Thursday nights.
- 1 a.m. curfew on Friday nights.

Last revised 12/3/13 - DGA