Summer Program for Youth: Camp Director's Job Description

Program Planning

1. Develops and gives detailed presentations of the summer program, including a proposed budget, to the SPY board before the Memorial Day weekend. Scheduling of outside activities must be completed before the end of May.

2. Schedules pre-assessments for swimming and reading during the first week of camp and post-assessments during the seventh week of camp.

3. Provides input to the Staff Training Program which is organized by the SPY board. The Staff Training takes place one week prior to the beginning of the first week of SPY camp. Training is scheduled from 9 am to 5 pm plus one or two evenings if needed, for home visits with the parents/guardians of each camper as part of the schedule.

4. Develops, in conjunction with counselors during Staff Training Week, a detailed eight week schedule which includes activities both at St. John's and with organizations outside St. John's, as well as contracting for the required transportation for the latter within the budget established by the SPY board.

Program Responsibilities

1. Supervises day to day operations of the program, to include a daily meeting with the counselors at the end of each day.

2. Formally meets with counselors once a week to finalize program plans for the following week. Counselors' individual written plans for the week should also be reviewed at this time.

3. Prepares and posts a detailed schedule of the next week's activities on Friday afternoon, one copy in the cook's book and another in the church office.

4. Provides necessary in-processing forms to counselors, e.g. field trip waiver forms, emergency information and medical information forms, press release form, and library use form.

5. Obtains a required list of medications for each child. The Director controls and administers medication based on written consent from parent/guardian (for OTC meds) or physician (for prescription meds).

6. Schedules events that include the parents/guardian's participation in the program.

7. Oversees and implements ways that the program can meet the developmental needs of each child.

Personnel Management
1. Participates in the interview process to hire counselors, if possible, in March/April.

2. Contacts camp participants with a family/guardian welcoming letter when they are selected for SPY (usually late April). This letter should describe the goals of SPY and inform about the home visits. The welcoming letter includes a response post card to be returned by the parents/guardian.

3. Assigns children to counselors for the home visits during training week.

4. Develops and maintains positive working relationship with counselors, SPY board, and St. John's staff.

5. Provides coverage in the event of the inability of a counselor to perform his/her duties.

Evaluation

1. Review and update the existing evaluation form to be used by counselors for their assigned campers.

2. Review and countersign counselor evaluation of child. These forms are forwarded to the school counselors after completion of the SPY program.

3. Review and update the evaluation form for Counselors to Evaluate Director and the Program. Give copies to the Personnel Committee.

4. Review and update the evaluation form used by the Director to Evaluate Counselors. Give copies to the Personnel Committee.

5. Develop a parent/guardian camp evaluation form to be distributed and completed the last week of camp. Evaluation results to be included in final written report to Board.

6. Prepare a written Mid-Camp evaluation report. Present highlights to the SPY Board members at the July meeting.

7. Prepare a final written camp evaluation report and present highlights to the August SPY Board meeting.

8. Oversee entire evaluation process and insure that all evaluations are entered into the SPY computer and 15 hard copies of the mid- and end-camp reports are prepared for the SPY Board the Friday before the July and August board meetings.

Coordination of Camp Lunch

1. Determine the type of meals needed for each camp day (bag lunch or in parish hall) when the eight week schedule is developed in May and inform the Food Committee chairperson at the May Board meeting.
2. Provide the number of meals needed that day to Kitchen Staff by 9:15 am each morning of camp, except when a bag lunch is needed for the day’s activities.

**Equipment and Supplies**

1. Prior to June 1st, complete an inventory of supplies stored at St. John's and determine any additional supplies necessary to support the program. Purchase supplies within the budget. Notify the board chairman if additional funds are needed.

2. Obtain keys and security access code for St. John's from the Church Administrator.

3. Organize and supervise the daily cleaning of St. John's facilities used in the camp program: classroom, kitchen when used for picnic lunches and the lunch time eating area.

4. In the final report, include recommendations for new and additional equipment and supplies that should be included in budget for the following year.

5. Supervise and insure the clean up of the SPY meeting room in the basement to include:
   
   a. Store all supplies and equipment in the SPY closet.
   b. Provide a written and electronic inventory of all supplies and equipment stored in SPY closet.
   c. Clear out all trash and place in trash collection area outside the church.

Other duties as required.