

Athens YWCO Camp for Girls Program Director

Description

Help coordinate and oversee all aspects of camp, including staff, campers, activities, administrative duties, and special programming. Be on the camp leadership team with the other activity directors.

Qualifications

Minimum 21 years old of age
Organizational, administrative, and supervisory skills
Ability to work with and supervise peers
Desire to work with children in an outdoor setting
Ability to take guidance and supervision
Must have good character, integrity, physical and mental health, adaptability, enthusiasm, patience

Responsibilities

Organize and keep track of programming
 Help activity leaders complete program plans during staff training
 Post schedules- checker, laundry, camper charts, on-duty
 Help run the Sunday night planning meeting
 Coordinate activity sign ups and scheduling of campers and staff
 Assist with special event programming
 Complete an end of the summer report

Assist with overseeing staff
 Organize day off forms
 Help with problems or concerns in the cabin
 Substitute in activities when leaders are away
 Help evaluate staff performance

As a member of the administration at camp, the following is expected
 Be a part of the Admin on Duty rotation
 Assist with issues that arise throughout the summer
 Be a responsible role model for staff and campers

As a member of the Leadership Team, the following is expected
 Live with other members of the Leadership Team
 Conduct yourself as a role model for cabin counselors
 Be a part of planning and carrying out special programming
 Assist with duties assigned to the Leadership Team
 Be a driver for off-site trips (not required)
 Participate in all night programs, meals, and camp events

Responsible to Assistant Director and Director