



JOB DESCRIPTION / Assistant Program Director – Day Camps

Job Summary – Assistant Program Director - Day Camps

The Assistant Program Director (APD) – Day Camps is a key member of the program team. is responsible for leading, oversight, and execution of all Day Camps programming, staffing, and training.

This is a full-time, ministry position, in which our heart, commitment, and attitude of reflecting Jesus should be evident to staff and guests. Safe, Fun, Gospel is the foundation of the Trout experience. The APD – Day Camps position is directly responsible to the Associate Camp Director.

The APD – Day Camps position supervises staff and volunteers.

During the Tri-Season, the APD – Day Camps positions works together with other Program Team members to coordinate tri-season programming, meet the needs of guest groups, leads the recruiting, retention, and preparation efforts of Trout Lake Camps Day Camp sites, staff, and programs. During the summer months, the APD – Day Camps position organizes, leads, and manages the Day Camps programs and staff of Trout Lake Camps.

Year-Round

While the APD – Day Camps position is directly responsible to the Associate Director, there are times when the Executive Director, Camp Director, Operations Director, Program Director may provide direction.

To be successful, this position must coordinate their efforts with other camp leadership and departments including (Office, Facilities, Housekeeping, Guest Services, Kitchen, and Registration).

There will be times in the year where a 6-day & 7-day work week will be expected. Additional days off will be granted in these instances that can be used at a later time with supervisors' approval.

- Establish on-site meetings (Fall & Spring) with current Day Camp host churches to review and plan for future Day Camps.
- Make necessary decisions working within established policy and industry standards
- Manage and work within a fixed-established budget
- Manage relationships with existing or past summer staff
- Recruit, hire, train, and assign work responsibilities and supervise all Day Camps Coordinators, Staff and Volunteers
- Assist the Program Director and Assistant Program Director in the Summer Staff Hiring process including conducting interviews, filing applications, check references as needed.
- Assist the Guest Service Director in maintaining databases in UltraCamp for registration of Day Camps as needed
- Develop new recruiting pools for the recruitment of Day Camps staff
- Communicate with Assist the Guest Service Director in the supply of contracts to Day Camps groups as needed
- Create, develop and maintain all Day Camp curriculums and programming including devotionals, stage, games, camp activities, skits, and t-shirts
- Maintain connections to Churches, find new (larger) sites as available.

Tri-Season

- Assist the Program Director and Guest Services director with onsite programming and guest group needs as needed
- Create, develop and maintain all Day Camp curriculums and programming including devotionals, stage, games, camp activities, & skits for Trout's Winter Expedition Camp.
- Coordinate the development of marketing pieces to procure new (larger) Day Camp sites as well as marketing pieces to be used by existing churches.

Summer

The Day Camps Director is directly accountable to the Associate Director (Program) while sharing responsibilities with several program staff leadership positions.

- Lead, organize, and actively participate in execution Day Camps programming
- Review and evaluate Day camps staff performance
- Visit each Day Camp site, making daily visits to each site.
- Assist in the design and instruction at staff training as needed.
- Attend and inform all staff meetings as scheduled.
- Perform other duties as assigned by the Camp Director or Executive Director of Camping.

Qualifications and Requirements

- Experience using computers for word processing and to manipulate data in a Mac environment.
- Experience in supervising and working with young staff.
- The ability to handle multiple tasks and projects simultaneously.
- A strong working knowledge of the English language and the ability to spot improper usage.
- The ability to maintain an orderly work environment.
- Strong written and verbal communication skills.

Other Job Duties

- Responsible for checking and responding to work related voicemails, email inbox, camp mailbox on a regular basis (daycamps@troutcamps.org)
- Submitting Financial Reports as assigned, managing receipts for camp purchases
- Identify and resolve complex issues with staff, guests, campers and vendors as needed
- Public Speaking
- Attend Monthly 1on1 meetings with Associate Director
- Work weekends and other irregular hours as deemed necessary
- Be on call for Day Camp related emergencies as needed
- Attend all department daily and weekly meetings as assigned
- Attend all organizational staff meetings as assigned
- Perform other Duties as assigned

Other Information

- When work is not available in this area, the employee may be asked to assist in other areas as needed.
- The employee will represent Trout Lake Camp in a positive light in all conversations, both on and off the job, to guests, volunteers, and fellow employees.
- A background check and completion of the MinistrySafe program are required and must be successfully completed prior to employment.
- This position may require 48+ hours per week be worked. Other weeks during the off-season may require fewer hours per week. Because of the nature of this position, flexibility is required in the hours that can be worked.
- Individual must be in agreement with the Converge North Central Statement of Belief.

This document reflects the general details necessary to describe the principal functions of this job, the level of expertise, skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

To Apply send Resumes and Cover Letters to thoglund@TroutCamps.org