

Assistant Program Director:

Reports to: Program Director

Supervises: Program Staff, Support Staff

The Assistant Program Director will oversee the Program and Support Staff. Assists Program Leader with a variety of daily and longer-term tasks, including operation management, leadership of staff, guest group communication, hosting, counseling, and other duties as needed in a variety of areas. Must have strong leadership and organization skills

Assistant Program Director Responsibilities

- **PROGRAM**
 - Assure all activities, programs, etc are running effectively and on time
 - Communicate with other Leads to assure they have everything they need to be successful
 - Assure all elements are in place to make camp run
 - Adapt plans and schedules as needed to accommodate new information
 - Assist Events Lead in program execution
- **LOGISTICS**
 - Be looking ahead at potential pinch points and communicate with staff team ways to mitigate those
 - Look ahead at future weeks to assure we have adequate staffing and resources
 - Observe all areas of camp to assure quality service and safety
 - Communicate changes in plans with other Leads to allow information flow.
 - Lead in communication branching via messages, walkies, etc
- **STAFF**
 - Conduct coaching conversations as needed, particularly when in the realm of safety and service
 - Monitor suggestion box with Program Director, discuss implementing suggestions when possible
- **OFFICE WORK**
 - Work with Program Director to make Program Schedules for the week
 - Coordinate with Deans, HS Program Director, and DC Director for staffing assignments
 - Make adaptations as needed to existing schedules

Generic Camp Lead Duties

- Lead one morning devotional each week on the predetermined day
- Lead and mentor the Summer Staff spiritually while leading self in conduct that reflects CRISTA's Statement of Faith

- Attend all mandatory “Staff Fun” events
 - Encourage staff to participate
- Attend Leads Meetings
- Jump into activities, housekeeping, hosting, guest service, and counseling where need be
- Stay present until the end of the day and maintain an “all in” attitude
- Assist Hospitality Director with weekend needs
 - Host (or co-host) weekend groups
 - Participate with meal hosting
 - Leading housekeeping flip teams on Friday and Sunday