

Day Camp Director:

Reports to: Program Director

Supervises: Day Camp Assistant, Day Camp Counselors

The Day Camp Program Director will oversee the Day Camp Program Staff. They will develop, supervise, coordinate, and lead the Noah's Landing program at Miracle Ranch serving 65-70 campers per week.

Day Camp Director Responsibilities

• PROGRAM

- Assure quality and age appropriate programming, games, activities are being executed
- Bring variety from week to week for returning campers
- Keep an eye on attention of campers and adapt plans if needed
- Keep programming running on time
- Flexibility with other groups on property
 - Keep separated from all other groups
- Manage Day Camp registration every Monday morning
- Rove during the day to make sure that activities are running smoothly
- Wednesday evenings- lead the Day Camp Overnighter
- Announce the DC Rodeo when needed

CAMPER CARE

- Be next step of behavioral intervention for campers after counselor intervention
- Have "hard conversations" with kids (mandatory reporter)
- Intervene in bullying, fighting, or teasing situations
- Assure staff are taking care of their campers and are being attentive
- Maintain a sense of how cabin times are going for the counselors and if they need additional support during small groups
- Equip counselors to be sure campers eat, drink water, wear sunscreen and have basic needs met.

STAFF CARE

- Equip counselors to deal with camper situations
- Directly supervise Day Camp Assistant- allow them to build and develop leadership skills
 - Meet at least 2x a week to communicate information and check on them
- Be in the loop on physical, emotional, and spiritual health of Day Camp counselors
 - Check in throughout the day, give encouragement and a listening ear

- Run Day Camp Meetings after check out each day.
- Have correction conversations with counselors as needed.

PARENT INTERACTIONS

- Answer parent questions during Registration
- Be available for conversations during check in and out
- Be a part of parent calls for situations with campers

LOGISTICS

- Time management and keeping the schedule moving
- Lead dinner crew with Day Camp Staff
- Communicate with kitchen about Day Camp snack and meals
- Communicate with Store Assistant Manager about store times and camper refunds
- Communicate with Barn Leads about Animal Science and Horsemanship
- Assure cleanliness of changing areas, gather lost and found each day
- Coordinate Day Camp Van Runs

OFFICE WORK

- Work with Deans, Program Assistant, and High School Program Director to schedule staff assignments for the next week
- Deliver a weekly Day Camp schedule on Sunday at the staff meeting

Generic Camp Lead Duties

- Lead one morning devotional each week on the predetermined day
- Attend all Staff Fun events
 - Encourage staff to participate
- Attend Leads Meetings
- Lead and mentor the Summer Staff spiritually while leading self in conduct that reflects CRISTA's Statement of Faith
- 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