

High School Program Director:

Reports to: Program Director

Supervises: High School Leaders, High School Staff

Supervises the High School Leadership Program and the High School Leaders. Responsible for overseeing Bible Studies, daily activities and schedule of High School Leaders and students. Must have leadership and organizational skills and a desire to invest your summer in teens.

High School Program Director Responsibilities:

- **HS BIBLE STUDY**

- Responsible for planning and leading High School Bible Studies.
- Budgeting and planning for Fun Fridays for the Students
- Make any adaptations to curriculum that are needed
- Plan banquets once a session.

- **HS LEADERS**

- Have weekly check ins with High School leaders
- Maintain a sense of how High School Leader's one-on-ones are going
- Assure they are trained up for their responsibilities
- Involve WIT Leader in communication to bridge the gap between Barn and Program teams.

- **HS DEVELOPMENT**

- Assure one-on-ones are productive, frequent, and beneficial
- Schedule time for Personal Spiritual Times and assure that the work they would otherwise be doing is covered
- Train new High School Staff as they arrive
- Be in the loop on physical, emotional, and spiritual health of High Schoolers
- Communicate with parents as needed

- **OFFICE WORK**

- Work with REC Director to schedule High Schoolers at activities if needed
- Schedule out the time that they are not working activities
- Schedule High School time off
- Assure weekend is scheduled out by beginning out week
 - Crew schedule
 - HS Schedule

GENERAL RESPONSIBILITIES

- Rove during the day to make sure that HSers are where they need to be, and enforce curfew in the evening.
- Provide intervention for High School behavioral issues
- Check in and check out High Schoolers as they leave and arrive from time off

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