

## Program Director / Missions Teacher

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**Responsible to:** Director of Ministries

**Direct Report(s):** Director of Ministries

### Qualifications:

- ⇒ Should be at least 18 years of age
- ⇒ Must have a personal relationship with Jesus Christ and be an example in word and deed
- ⇒ Must have experience in camp work, leadership, planning & teaching in a camp ministry
- ⇒ Must have excellent organizational skills & leadership abilities
- ⇒ Must be able to work well with youth of all ages as well as with adults in their camping programs
- ⇒ Must show maturity in decision making in all areas of camp life

### Duties & Responsibilities:

- ⇒ Assist with the Outdoor Education Program when needed
- ⇒ Help with Public Relations in local churches and youth groups
- ⇒ Attend pre-camp training put on by the Atlantic Baptist Women. This is usually on a weekend in May in Moncton, NB (you will be given further instructions as to the time & date).
- ⇒ Teach missions program once a day
- ⇒ Help plan and coordinate Staff Training. Photocopy & compile Staff Training Manuals.
- ⇒ Organize interest groups and assure staff has all necessary supplies for their options. Before camp begins collect each Senior Staff members activity agenda and ensure they are well thought out, organized and age appropriate.
- ⇒ Plan “special” meals each day (ex. Hat Meal, Twin Meal)
- ⇒ Be ready to do “rainy day” activities or special activities with a special theme
- ⇒ Decorate “Come On Inn” for Thursday banquet meals, weekly themes, or special events
- ⇒ Be present at registration to assign name tags for campers regarding their teams and interest groups (keep track of numbers on options & keep option leaders informed of any changes)
- ⇒ Ring the bell for activity changes, meals, etc. as well as be in charge of meal lines and grace before each meal
- ⇒ Prepare & lead all camp activities for daily schedule
- ⇒ Oversee the Lakeside Canteen. Keep track of Tuck monies by doing up camper list on Sundays after registration and adding up monies for missions monies on Friday.
- ⇒ Ensure the file cabinet & desk are kept clean & tidy, photocopy enough worksheets, evaluations, camper

profiles, etc. for staff and put it files in the filing cabinet

⇒ After meals hand out mail, lost & found and during Teen Week do challenge games for team points

⇒ On Fridays add up team points and winning cabins. At the closing program give out prizes for all.

⇒ Be flexible and keep everyone happy!

⇒ Take time for daily prayer and devotions

⇒ et cetera

### **After Camp:**

⇒ Complete End of Summer Evaluation