



SUMMER SHAKE DAY CAMP Job Description

Position: Director

Reports to: Pastor of Children's Ministries, and when unavailable, Pastor of Early Childhood Ministries/Executive Pastor

Responsibilities:

1. Recruit and hire Camp Staff with the assistance of the Children's Pastor.
2. Give oversight to Program staff, including staff training, management and scheduling.
3. Maintain accurate and detailed financial records. This includes:
 - Weekly tracking of revenues and expenditures
 - Accounts receivable, ie. receipts for child registrations and payments to be submitted to the Financial Officer
 - Accounts payable, ie. recording of receipts and submission of cheque requests and payment requisitions to the Financial Officer weekly
 - Processing of year-end receipts
4. Track staff hours and submit payroll to the financial officer by the due date.
5. Ensure that health and safety standards are being implemented by the staff in order to ensure a secure environment for the children and employees. This includes:
 - Conducting safety inspections of the program areas and reporting any safety issues to the church Executive Pastor
 - Conducting fire drills with the children and staff, minimum 3 times over the summer term
6. Ensure an environment for the children and staff that is safe and secure.
7. Assess activities and programming as planned by the Camp Coaches and provide guidance with activities where needed.
8. Conduct a training session prior to the start of Camp
9. Ensure that all areas are kept tidy and clean.
10. Purchasing of administrative supplies.
11. Organize outings and events for the camp prior to start
12. Any incidents or concerns involving staff conduct or job performance will be handled by the Director in a timely manner with the Pastor of Children's Ministries, or in the absence of the Children's Pastor, the Church Administrator.

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Skills/Qualifications:

- Previous experience working with children in a classroom, daycare or other programmed environment.
- Ability to work as part of a team
- Ability to manage a staff team and program
- Effective communication skills
- Self-motivated, positive and friendly attitude
- Effective conflict-resolution skills
- Organizational skill
- People management skill
- Skill in financial record-keeping and budgeting
- Ability to oversee scheduling/manage time effectively
- Ability to effectively plan and set long-term and short-term goals
- Understand, develop and implement policies
- Minimum age requirement: 19 years old
- Minimum education: High School Diploma