



## Pathfinder Lodge Camp Vick

Vick and Pathfinder Camp and Conference Ministries  
PO Box 559  
Manlius, NY 13104

### JOB DESCRIPTION

<b>Position:</b>	Day Camp Director
<b>Reports To:</b>	Camp Director
<b>Classification:</b>	Seasonal

#### Job Summary:

The Day Camp Director is responsible for creating and implementing a weekly day camp program. He/she will need to be able to work well with children, parents and other camp staff. He/she has supervision of the day camp counselors.

#### Essential Duties and Responsibilities:

- Work closely with the CEO and Facilities Manager to provide a safe, friendly, and spiritual camp.
- Development and implementation of a Day camp program appropriate for a wide range of age groups.
- Greet parents and campers each morning. Provide health screening as determined by the camp Health Director.
- Be present at the close of the day to dismiss campers and assure that a parent or designated adult has signed the dismissal form.
- Self-evaluate and enlist the help of others to augment perceived strengths and weaknesses.
- Assist the CEO in training and supervision of paid and volunteer day camp counselors and other program positions.
- Promote ABC/NYS Outdoor Ministries as needed, as well as create opportunities to make the ministry visible.
- Maintain an awareness and flexibility toward the broad Diversity of the American Baptist Family.
- Write reports as useful to the program and the wider body of ABC/NYS. Maintain daily camper attendance records, noting absences and other pertinent information.
- Comply with all health-related protocols and procedures as applicable.

#### Expectations:

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Communicate regularly with the CEO, Camp Director, and/or Program Director to coordinate operational issues associated with the buildings and program space.

- Work in a cooperative manner with the Facilities manager and the summer staff, discussing any problems that may be occurring within the facilities in which their programs operate.
- Attend all scheduled staff meetings and training when required.
- Perform other assignments/duties as directed.

### **Special Considerations:**

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- The regular work day is 7:30am - 5:30pm, with lunch included. Overnight accommodations can be arranged with approval of the CEO.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the Program Director informed of all critical issues relating to his/her areas of responsibility.

### **Qualifications:**

- A. 21 years of age with a high school diploma or GED.
- B. Camp experience preferred, but not required.
- C. Experience with youth development/programming.
- D. Ability to maintain the mission and vision of VPCCM.
- E. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- F. Demonstrate the ability to relate positively and energetically with staff, campers, and community organizations.
- G. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- H. Must be able to work autonomously and be highly organized with the ability to focus on multiple priorities.
- I. Ability to speak, write and understand English in a manner sufficient for effective communication with leadership and field personnel.

### **Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity.

Lifting, pulling, and pushing of materials up to 70 pounds.

Requires bending, squatting, walking, and hiking.

Requires working in an outdoor environment.

### **Travel:**

Limited travel is required

### **Working Conditions:**

Work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

**VPCCM Mission Statement:**

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and equipping them to grow spiritually and to minister to their world.

**VPCCM Vision Statement:**

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

**About VPCCM:**

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

**All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.**

**Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.**

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(CEO/Supervisor Signature)

\_\_\_\_\_  
(Date)