

LUTHERAN LAKESIDE CAMP

Position Description: 2010 Assistant Program Director
Position Classification: Weekly/Seasonally
Supervisor: Program Director

Position Summary: The Summer Assistant Program Director plans, coordinates, and implements each week of the summer programming in conjunction with the Program Director. APDs wear many hats and work directly with the staff and campers on site. In the event the Program Director is absent then the appropriately appointed APD assumes the entirety of the programming responsibilities, while the other APDs carry on in their responsibilities.

Primary Skills and Abilities:

- Ability to communicate with all ages
- Willingness to be a positive role model for children and summer staff
- Ability to work well and communicate with others
- Openness to being spontaneous, enthusiastic and willing to learn
- Positive attitude in working with all types of staff and campers
- Flexibility
- Understanding of what it means to be a Servant Leader
- Ability to work within a team with other APDs

Personal Qualifications:

- Completed 2 years at college, is 21 years of age, and summer camp experience
- Having a personal faith in Christ and a willingness to share your faith with others
- Willingness to teach and learn from children, youth, and adults
- Having a genuine interest in people—relating positively to and listening to individuals

Primary Duties and Responsibilities:

- Setting an example of Christian living at all times
- Being responsible for the safety, supervision, and care of campers and summer staff
- Listening and responding appropriately to campers and summer staff
- Assisting with staff training and staff evaluation
- Assisting with the development of curriculum in a given aspect of camp
- Leading a daily staff meeting with both counselors and support staff
- Meeting daily with Program Director and other APDs
- Meeting weekly individually with staff members to check on well-being
- Assist with registration, team-building, climbing, worship, and other camp activities as time allows and all other duties as assigned by directors

Your signature indicates that you have reviewed the position description with the Summer Program Director and understand the duties and responsibilities of this position.

Signature

Date