

Agape Summer Program Director Position Description

Agape Ministry Mission Statement:

As a community grounded in God's unconditional love, we challenge and nurture ALL God's people to achieve their full potential physically, mentally, emotionally, and spiritually.

The Camp Agape Summer Program Director is a seasonal, part-time employee of Agape Ministry with the responsibility of assisting the Executive Director, Property Manager, and Office Assistant throughout the summer camp season. This individual will assist the Executive Director to recruit and train summer staff and be responsible for supervising the summer staff and campers and help develop schedules for environmental and other educational opportunities at camp for the summer. They will have oversight over the Health Care system during summer camp. They will assist with marketing the camp's programs and facilities. The Summer Program Director will participate with other staff in meeting the needs of those we serve and in Agape's mission (see above). This position will run from mid-May through the end of August (total of 15 weeks at \$850 per week plus room and board beginning with Staff Training). This position only exists in the absence of a full-time year round Program Director.

Qualifications:

1. Be a practicing Christian.
2. Have current child abuse and criminal clearances, including FBI fingerprinting or obtain it after employment.
3. Hold current CPR and First Aid certifications or attain them once employed.
4. Be at least 25 years old.
5. Have good communication and organizational skills.
6. Experience in leading others.
7. Be a self-starter.
8. Be able to follow tasks through to completion.
9. Be able to sustain a flexible work schedule (full time in summer Sunday – Friday)
10. Have a valid driver's license.
11. Be willing to take such training as defined by the Executive Director (for instance lifeguard training).
12. Have good record keeping skills.
13. Have a working knowledge of ACA standards.
14. Have experience in health care (preferred).
15. Must be physically able to traverse the camp property to be able to maintain supervision of daily camp activities and staff.

Essential Duties (Summer):

1. Develop with Executive Director and oversee daily/weekly camp schedule.
2. Assist in leading Staff Training.
3. Meet and greet campers and families upon their arrival and departure.

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4. Assist Program Assistant and Day Camp Coordinator with supervising staff and campers.
5. Ensure that Food Service is notified of special dietary needs prior to first meal.
6. Refer maintenance concerns to Property Manager or Executive Director.
7. In coordination with the Program Assistant, practice emergency procedures, including a fire drill each week.
8. Consult with Camp Chaplain on worship activities.
9. Model appropriate behavior for the staff and campers, including:
 - a. Live out the Core Values of the ministry of Agape (see below).
 - b. Maintain compliance with Camp Agape and ACA rules and policies
 - c. Maintain appropriate personal boundaries
 - d. Care for the needs of staff and campers
 - e. Health, safety and cleanliness
 - f. Concern for the environment
10. Consult with Executive Director on a regular basis.
11. Must be available 24 hours a day (except when arranged with Executive Director) while camp is in session.
12. Other duties as assigned by the Executive Director.

Health Care Responsibilities: (working with camp nurse and Program Assistant)

1. Monitor and execute established health care procedures.
2. Receive camper health history and treatment consent forms each week at check-in time, making sure they are completed and properly signed. Observe campers for any sign of communicable disease and discuss any concerns with the parents at that time. Receive ALL medications from campers/parents and dispense them as directed. (Exceptions are inhalers or bee sting kits which the counselor will supervise after receiving instructions about the medication and how to administer it to the camper if needed.)
3. Prepare a weekly medicine alert list detailing the camper's special medical needs. Provide a list to each counselor detailing his/her campers. Explain any possible problems and treatments to the counselor and Executive Director.
4. Monitor the health of all campers and staff and advise appropriate personnel of any problems.
5. Maintain and supervise the "health care room". See to the continuous supervision of patients in the health care room. Advise the Executive Director when there is a need to purchase supplies. Check and restock supplies at end of each week.
6. Provide first-aid as needed in the health care room. Consult with the Executive Director if additional medical assistance is required.
7. See to the notification of parents in the event of serious illness or injury to their camper.

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8. Maintain a log of all treatments administered out of camp by a doctor, emergency room staff or staff persons accompanying campers. Inform the Executive Director of medical treatments administered, and emergency visits made.
9. Advise the Executive Director on health and sanitation issues.

Salary: \$850 per week (plus room and board when working full time during summer),

Dates:
Mid-May-- end of August (15 weeks = \$12,750)

AGAPE MINISTRY'S Core Values:

With Christ as our Cornerstone, our Core Values in this mission are:

Community Building (Romans 12:5)

Hospitality for all (Leviticus 19:34)

Relationships (1 Thessalonians 5:11a)

Inclusive Diversity (Galatians 3:28)

Safety (Isaiah 28:4)

Trustworthy Stewards of God's gifts (Luke 16:10)

Romans 12:5 So in Christ we, though many, form one body, and each member belongs to all the others.

Leviticus 19:34 The foreigner residing among you must be treated as your native-born. Love them as yourself, for you were foreigners in Egypt. I am the LORD your God.

1 Thessalonians 5:11 Therefore encourage one another and build each other up, just as in fact you are doing.

Galatians 3:28 There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus.

Isaiah 25:4a You have been a refuge for the poor, a refuge for the needy in their distress, a shelter from the storm, and a shade from the heat.

Luke 16:10 Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much.