



ASSISTANT PROGRAM DIRECTOR

LEADERSHIP LEVEL	Leader Team (Level 4)
SUPERVISOR	Program Manager
POSITION TYPE	Paid 16 weeks @ minimum wage (40hrs/week)

Position Overview

Administrative and Leadership support for the Program Manager. Oversees the creation, planning, and implementation of quality activities and events for all campers within the overarching summer theme and structure, in coordination with the Program Manager and Lead Team that will contribute to the overall camper experiences. Ensures service excellence in all programming and among all summer staff.

Responsibilities:

- Provides spiritual leadership to all summer staff and models a Christ-like life in relationships and attitudes toward campers and staff.
- Attends and participates in daily staff meetings.
- Attends all LeadTeam Meetings. Seeks to review processes, programs, events, and activities and always looks for ways to make it better.
- Maintains open and strong communication with the Program Manager.
- Helps build a solid and unified team
- Communicates and sets up partnerships with any external businesses as they pertain to activities and events for campers.
- Oversees Media Coordinator, Store Manager, Ceramics Instructor and Concierge Coordinator. Leading, equipping, and holding each team member accountable to excellent programming and customer service.
- Responsible for scheduling all summer staff and activities

- Has a thorough knowledge and understanding of the summer camp schedule in order to schedule staff accordingly
- Assign keys and radios to Summer Staff Team members & complete a tracking log where keys are signed out at the beginning of camp and signed back in at the end of the camp season
- Oversees all purchases made in the camp store during the summer (i.e. Clothing, Merchandise, candy, beverages, ice cream etc.)
- Creates Summer Camp Schedules and Activity Lists for Camper Welcome Packages and Info Booth
- Creates the Summer Welcome Package for Family Campers
- Partners with the Concierge Coordinator to create Concierge Chaos events
- Gathers all Summer Staff Off Season Data at the end of the summer for Program Manager
- Ensures all Summer Staff making purchases are using reimbursement forms and hand these to the Program Manager for authorization and then to the Finance Assistant for processing
- Helps coordinate camper evaluations at the end of the week.
- Ensure the documentation of Incident Reports.
- Assists in hosting Green Bay groups in May and June.
- Oversees the Advance Crew in May and June
- Work with the Program Manager in presenting the preview of the week's activities for staff and guests.
- Facilitates leadership at meal times, chapel and fireside times. (Cleaning, announcements, dismissing tables, silly meals, mail distribution, after meals etc.)
- Works with Program Manager and Discipleship Directors in planning special events for staff.
- Participate in weekly campus clean up at the end of each week of camp
- Possibility of serving as a Concierge to a Family each week of Family Camp
- May be required to serve as a Cabin Leader during Kids Camp and Teen Camp if needed
- Assists in the supervision of all summer staff. Helping hold staff accountable to guidelines and values.
- Must attend staff training prior to the start of summer camps.
- Keeps the overall vision of Green Bay Bible Camp at the forefront of the staff.
- Other tasks assigned by the Program Manager.
- Makes department purchases as necessary and keeps their budget balanced.

Qualifications:

- Has a minimum of one year previous leadership experience in a ministry setting
- Is a minimum 21 years of age.
- Is mature in faith and is actively pursuing a deepening relationship with God with a strong desire to serve.
- Has a good biblical foundation and knowledge
- Is approachable, relational and has excellent interpersonal skills.
- Strong leadership and organizational skills and is able to build and lead a team.
- Is committed to developing others and seeing them grow in their gifts and abilities.
- Energetic and motivated and able to inspire and motivate others.
- Flexible and takes initiative in seeing where help is needed, or making things better.
- Good problem-solving skills and comfortable dealing with conflict and discipline.
- Able to work independently and able to work in a busy environment.
- Well organized and creative with proven “people” skills.

Staff Core Values

We value that we are part of God’s work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling responsibilities.
- c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

- a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

- a) We will value one another's opinions and perspectives even when there might be a disagreement.
- b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.
- c) We will refrain from talking about other staff members behind their backs.
- d) We will respect the confidentiality of information on sensitive issues.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.