

***Job Description***  
**Norwesca Camp and Retreat Center**  
**Program Director/Retreat Host**  
(Revised February 2010)

Position Purpose:

To further the mission of Camp Norwesca through the planning, design, and delivery of summer program activities and events that are safe, fun, and appropriate to the campers' age and abilities. To provide hosting, programming, and perform routine housekeeping tasks for fall, winter, and spring retreat guests.

Essential Job Functions:

- Provide hospitality, welcome, and support to all campers, guests, volunteers, and staff
- Responsible for supervision of program assistants, campers, and program activities
- Assist in staff training, meetings and the management of the overall camp operation under the direction of the Norwesca Director
- Assist campers, guests, and staff in case of emergency (fire, injury, storm, etc)
- Possess strength and endurance required to maintain supervision of staff and campers
- Be able to lead and participate in activities with campers in our rugged environment consisting of hills, trails, and steps connecting buildings and activity areas
- Be able to plan ahead and make safe judgments concerning activities at camp
- Maintain the cleanliness of the camp facilities

Responsibilities:

1. Deliver a fun and timely program to campers
  - Collaborate with Deans (if present) for each camp to design framework for each week
  - Support Deans as they are responsible for the spiritual life at camp; be a resource to staff as they lead devotions, worship and other activities
  - Be flexible with planning, integrating the specific needs and age of each group
  - Coordinate all camp program and campfire activities with other staff, inviting staff participation in program content
2. Ensure that staff and campers know and follow safety procedures during camp programs
  - Assist in the implementation of staff training
  - Provide guidelines for the use of program equipment and supplies
  - Ensure all activities are done in a safe manner and that emergency procedures are followed by all program staff
  - In the event of an accident involving a camper, complete an accident report and inform the Director
3. Supervise and support Program Assistants as they carry out their various responsibilities
  - Explain what you expect from your staff and what they can expect from you. Share goals that you have for the summer and encourage staff members to set personal goals for the season
  - Provide feedback and guidance to Program Assistants, making the most of the gifts of each staff member so that campers of all ages are afforded the richest and most enjoyable experience possible
  - Provide recommendations and concerns to the Norwesca Director regarding Program Assistants' performance
  - Conduct personal performance reviews with each program staff member at least once per summer
  - Be responsible for the content of daily and weekly program staff meetings, covering program scheduling, staff assignments, and any community issues as they arise. Prayers/devotions should be part of these meetings
4. Develop and implement schedules and records for all areas of camp program and facilities
  - Coordinate Program Assistant and camper housing assignments with the Dean for each week
  - Develop and supervise staff schedule for programs and activities
  - Collect and evaluate records of camp program and activity areas
5. Assist in the management and care of the physical facilities and equipment in all program areas
  - Oversee daily checks of areas and equipment for safety, cleanliness, and good repair
  - Ensure that program areas are kept free of hazards and debris

6. Maintain the cleanliness of the camp facilities
  - ♦ Perform general housekeeping tasks including cleaning retreat center rooms and bathrooms, making beds, laundry, vacuuming, etc
  - ♦ Sweep, scrub, wax floors, wash windows and screens, put up and take down screens and storm windows; shovel snow
  - ♦ Clean and stock fireplaces and woodstoves
  - ♦ Dispose of trash and waste; assist in managing recycling
7. Host retreat groups
  - ♦ Provide hospitality, orientation, and assistance to retreat guests
  - ♦ Assist retreat groups with planning and programming as requested

Other Job Duties:

- ♦ Attend regular meetings with the Norwesca Director
- ♦ Maintain clear and positive written and verbal communication with all camp staff, guests, and volunteers.
- ♦ Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
- ♦ Provide ongoing program ideas to build the summer program
- ♦ Other assigned duties at the discretion of the Norwesca Director

Relationships:

- ♦ Directly responsible to the Norwesca Director
- ♦ Responsible for leading, supervising and supporting summer program staff
- ♦ Responsible for leading, supervising, and supporting staff, volunteers, campers, and guests participating in housekeeping tasks
- ♦ Support the needs of all Norwesca staff members as a total camp community

Qualifications:

- ♦ Must be a practicing Christian supportive of the theology of the United Methodist Church and philosophy and mission of Camp Norwesca
- ♦ Must love working with people and desire to serve campers, guests, volunteers, and staff through relational ministry
- ♦ A high school diploma or its equivalent
- ♦ At least 21 years old
- ♦ Previous experience in outdoor ministry preferred
- ♦ Physical and emotional stamina
- ♦ Willingness to work with flexibility as part of a team
- ♦ High moral character and a respect for people of all ages
- ♦ Ability to independently manage time and multiple tasks
- ♦ Ability to accept and give guidance, direction and supervision
- ♦ Ability to exercise sound independent judgment
- ♦ Effective communication and organizational skills
- ♦ Completion of first aid, CPR and Safe Sanctuaries certification within first week of employment

Equipment Used:

- ♦ Archery, teambuilding and other various recreational and program-related equipment
- ♦ Brooms; mops; scrubbers; vacuums; other cleaning equipment
- ♦ Coffee maker, water machine, etc

Physical Aspects of the Position:

- ♦ Willingness to live in a camp setting and work irregular hours
- ♦ Operate with daily exposure to sun, heat, and varying weather conditions
- ♦ Ability to effectively communicate (orally and in writing) and provide necessary instruction to campers, guests, volunteers, and staff
- ♦ Ability to observe camper, guest, volunteer, and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper, guest, volunteer, and staff behavior
- ♦ Physical ability to lift and carry necessary supplies and equipment
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers, guests, volunteers, and staff in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers