

ASSOCIATIONAL SUMMER CAMP DIRECTOR

- TITLE:** Summer Camp Director for Boone's Creek Baptist Camp
- EMPLOYED BY:** The Personnel Committee and Director of Missions of Boone's Creek Baptist Association.
- SUPERVISOR:** Director of Missions and/or Office Manager with oversight by the Personnel Committee

GENERAL:

The following job description shall be reviewed with prospective candidates at the time of being interviewed for a vacant position.

NOTE: This position includes, but is not necessarily limited to, the following description.

QUALIFICATIONS:

1. Emotionally and spiritually mature Christian who is willing to make personal sacrifices to see others helped to know Jesus Christ and to serve Him. Must have experience working with youth groups directing the various spiritual and recreational activities. Experience as camp staff is desirable, but not essential.
2. Minimum Formal Education:
High school diploma or equivalent.
3. Skills/Special Training/Certification:
Must possess good interpersonal relationship skills and abilities to maintain composure in difficult situations.
Must possess good communication skills. (verbal/written)
Must possess ability to plan/organize and prioritize.
Must be recognized as a dependable person.
Must be able to work in a team environment.
4. Equipment/Tools/Machines:
Standard office machines
(telephone, fax, copier, calculator, computer operation, etc.)
5. Due to close proximity to camp ground participants (youth and children), a background check will be performed on the Associational Camp Director candidate prior to hire and for just cause.

OBJECTIVES OF POSITION:

To provide leadership and direction to camp staff in order to provide an atmosphere in which the campers can develop spiritually, emotionally, and physically. In some cases, may be required to lead someone to Christ.

ESSENTIAL FUNCTIONS:

1. Oversees training and orientation of staff
2. Plans and directs daily activities of the summer camp program.
3. Makes staff assignments consistent with camp objectives.
4. Supervises registration of campers.
5. Maintains records of campers.
6. Reports to Director of Missions and/or Office manager all pertinent matters pertaining to campers and staff.
7. Performs a written evaluation on each of the camp staff at the end of the summer program.
8. Physical skills required: (e.g. standing, walking, lifting, bending)
9. Behavioral skills required: (e.g. communication, leadership, time management)
10. Job duties include: (e.g. long hours, travel)
11. Duties of the position, include any other assignment or task not listed that the Director of Missions and/or Office Manager might require.

GENERAL DETAILS OF POSITION

The Summer Camp Director is expected to be present for all weeks of the summer camping season, including the orientation period. The Summer Camp Director will oversee development of the staff orientation and summer camp program with approval from the Director of Missions and/or the Office Manager and/or Chairman of the Personnel Committee. This is a seasonal position.

BENEFITS

1. Salary: To be paid in accordance with the amount stated in the annual budget approved by the association in a semi-annual meeting (If needed).
2. Travel expense: When travel is made for any matter pertaining to the operation or promotion of the association or camp, reimbursement will be made at a rate per mile as set by the I.R.S.

TERMINATION OF EMPLOYMENT:

1. RESIGNATIONS: It is assumed that all staff members will give as much notice as possible. Staff members resigning from their positions shall advise the Director of Missions, in writing, of their intention at least one month in advance of the effective date. No more than one-half of the period of notice shall coincide with vacation time. Adjustment may be made by the Director of Missions in regard to the period of notice where necessary.

2. DISMISSALS: The Association may dismiss employees for the following reasons. (The Director of Missions, in consultation with the Personnel Committee, may initiate such action as necessary).

A. FOR CAUSE:

Definition – When an employee is terminated for cause they are fired from their job for a specific reason. Reasons for termination for cause include, but are not limited to, stealing, lying, failing a drug or alcohol test, negative finding (criminal convictions) on a background check, falsifying records, embezzlement, insubordination, deliberately violating association policy or rules, disclosure/misuse of confidential information, and other serious misconduct related to employment.

Procedure: The Director of Missions may suspend said employee with full pay and benefits until such time as the appropriate entities may be notified and actions determined.

B. MALFEASANCE:

Definition – Any act that is criminal or that is wrongful and gives rise to, or somehow contributes to, the injury of another person. Malfeasance shall be considered to be those actions or activities which shall be seriously detrimental to the continued relationship with an employee.

Procedure: The Director of Missions may suspend said employee with full pay and benefits until such time as the appropriate entities may be notified and actions determined.

C. INCOMPETENCE:

Definition: Competence shall be measured in terms of such factors as:

(a) the adequacy of the employee's personality for sound relationships with membership, volunteers, staff, etc.; (b) growth and progress on the job; (c) skill in the performance of duties; (d) understanding and acceptance of the philosophy and purpose of the Association; and (e) professional community relationships. These factors shall be weighed in relation to the extent that each applies to the job in question.

Procedure: When the work of a staff member appears to be unsatisfactory, the staff member shall receive a written evaluation citing specific concerns and specific actions necessary, to be followed by a reasonable opportunity for improvement. The period for improvement shall be specified and shall generally not exceed three months for Associate staff and one month for others. If, at the end of this period, the supervisor finds insufficient improvement, the process of dismissal shall be initiated.

D. BACKGROUND CHECK REVEALS ARREST AND/OR CONVICTIONS SINCE LAST CHECK:

Procedure: The arrest and/or conviction must be for a violent crime, child molestation, or drug related. Any situation that arises from a background check will be investigated by the Director of Missions and the Personnel Committee prior to dismissal.

3. MOTIONS FROM THE FLOOR:

Any motion presented to the Executive Board or the Association in Semi-Annual Meetings or monthly executive board meetings by a person or committee other than the Personnel Committee to dismiss a paid employee, shall be referred to the Personnel Committee for action, and a report/recommendation presented at the next regular meeting of the Executive Board.

Reviewed with: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____