



Camp Akita Summer Camp Director

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| Reports to: | Executive Director of Operations, First Community Church |
| Effective: | Part-time 1/1/2021; Full-time 5/1/2021 until 9/6/2021 |
| Directly supervises: | Assistant Camp Director, L.I.F.E. Guard Director, Program Director, Adventure Program Director, Medical Staff |
| Status: | Seasonal, Full-time |
| FLSA: | Exempt |

Job Summary

Camp Akita, a ministry of First Community Church in Columbus, Ohio, is located 45 miles southeast of Columbus in the hills of Hocking County. The Summer Camp Director will have and demonstrate skills in leading a team through a variety of circumstances and fostering collaboration and a healthy environment. The Summer Camp Director is responsible for maintaining a summer camp culture that emphasizes the camp's messaging themes, safety and fun, while modeling Camp Akita's core values of Compassion, Acceptance, Community and Authenticity. This position will provide consistent leadership and oversight of the summer camp's day-to-day operations, ensuring a safe and supportive environment for both campers and staff. The Summer Camp Director is a seasonal position that also includes some pre- and post-summer responsibilities.

Essential Functions

Pre-Summer Responsibilities:

- Actively participate in the summer camp staff hiring and onboarding procedures.
- Direct the hiring of summer camp senior leadership.
- Coordinate with Camp Akita/First Community Church staff to develop and implement effective summer camp staff training strategies and orientation plans, including leadership staff training.
- Work cooperatively with on-site Camp Akita facilities and maintenance staff to ensure the grounds and facilities are adequately prepared for a successful and safe summer camp experience.
- Direct other summer camp assistant and program-area directors to ensure all necessary equipment and program supplies are procured.
- Coordinate with the Minister to Camp Akita to carry-out the messaging of Akita and programmatic goals and objectives.
- Ensure a personal knowledge and understanding is obtained of all organizational policies and procedures, including required standards of the American Camp Association (ACA).

Summer (Camp Season) Responsibilities:

- Manage the day-to-day operations of the summer camp, ensuring the highest standards of safety are always met while adhering to programmatic goals and objectives.
- Live on-site in provided housing or in close proximity while summer camp is in session. Coordination of time away in conjunction with other senior camp leadership.

- Oversee and monitor all risk management, crisis, healthcare and emergency procedures. Ensure all staff are well-trained and informed of all policies and procedures. This includes, but is not limited to, inclement weather, outdoor risks, lost camper procedures, fire, medical procedures, strangers on-site, etc.
- Ensure all policies and procedures, including standards of the American Camp Association (ACA), are met and adhered to by staff and campers. Respond to all critical incidents and act swiftly in any emergency situation, in accordance with organizational policies and procedures, including ACA standards.
- Provide timely staff reviews and feedback for all summer camp staff, including directors and leadership staff. This will be completed cooperatively with the Assistant Camp Director and be conducted with each staff person mid, end-of-season and on an as-needed basis and documented accordingly.
- Identify and implement necessary ongoing staff development and continuing education, as needed.
- Oversee the use and upkeep of the Camp Akita/First Community Church owned vehicles throughout the summer camp season. Provide and oversee all required driver and safety training for the use of the vehicles.
- Manage the on-site medical staff.
- Liaison between the camp staff and food services staff regarding food service operations.
- Monitor the camp budget accounts for staff food, staff development and program expenses.
- Work cooperatively with the on-site property staff throughout the summer to ensure the grounds are well-kept and safe for the campers and staff.
- Work cooperatively, as needed, with the Columbus First Community Church/Camp Akita operations and executive staff on any urgent or high priority situations or projects.

Post-Season Responsibilities:

- Ensure all on-site summer camp-related facilities and grounds have been cleaned appropriately, equipment stored and/or returned, and any facility repairs have been reported to the Site & Facilities Director.
- Prepare end-of-season analysis reports, including recommendations for future camps, with other summer camp assistant and program-related directors. Forward to the Executive Director of First Community Church.

Characteristics

- Strong interpersonal and communication skills, and the commitment to creating a positive and inclusive environment
- Superior supervisory skills and an enthusiastic personality with the ability to inspire and motivate staff
- Passion for youth ministry, youth camping, outdoor education, and/or other related field
- Demonstrated ability to maintain a calm and confident response in an emergency

Minimum Qualifications

- Prior supervisory/management experience in a summer camp environment
- Knowledgeable of American Camp Association (ACA) standards
- Bachelor's degree, or equivalent
- Current CPR, First Aid certification
- Must be at least 25 years or older, with a minimum of two years of camp leadership or administrative experience

Physical Requirements

- Must be able to work in an outside environment, where you have the ability to walk/hike daily, at various grades, elevations and on uneven terrain
- Possess the physical strength and endurance required to maintain constant supervision of camp staff and campers with minimal time off during summer camp operations
- Lift, carry, push and/or pull items up to a minimum of 30 pounds
- Valid driver's license. Ability to drive larger vehicles, such as pickup truck and large passenger vans

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