

ACTIVITIES DIRECTOR JOB DESCRIPTION Summer 2017

The Activities Director is responsible for planning, implementing, and facilitating age-appropriate activities (afternoon and evening) for all summer campers, rain or shine, for every day of summer camp. In the event that the Head Counselor is absent, the Activities Coordinator will fill his/her role until his/her return (please see Head Counselor Job Description). This is a Support Staff position. The Activities Director is responsible to the Head Counselor and to the Summer Camp Coordinator.

Specific responsibilities and duties for the Activities Director are as follows:

- serve as a model of sacramental ministry to all campers and other staff
- provide feedback and assessment for staff members and summer camp program
- act as a role model and leader for the other Summer Staff members
- fulfill Support Staff role by partnering with/relieving Cabin Counselors
- fulfill Support Staff role by assisting with and participating in program activities and small group
- fulfill Support Staff role by doing KP, pushing dishes, staffing canteen, helping with Pasture Party, and other tasks that fall within the scope of the Support Staff position
- create Activity Plan for each session prior to pre-camp. Activity plans will always include Pasture Party, evening activities, and rain plans
- present Activity Plan during pre-camp to staff; respond to questions, comments, and suggestions, adjusting as needed.
- work with Session Staff to respond to and implement program-specific activities
- ensure each activity has the necessary equipment
- keep an inventory of and maintain all equipment and supplies necessary for activities
- ensure each activity has sufficient supervision; create/facilitate staff activity assignments
- organize and implement large group activities, including “ice-breakers” at the beginning of each session
- organize/facilitate staff introduction skit
- assist with volunteer and CIT training
- communicate supply and equipment needs to Summer Camp Coordinator and Summer Camp Manager
- vigilantly ensure the safety and well-being of campers while under his/her watch
- other tasks as deemed appropriate for the scope of the position

The Activities Director needs to be able to:

- be able to plan in advance
- give directions clearly and concisely to campers and staff
- be organized and attend to details
- be creative and flexible
- motivate staff and exhibit enthusiasm and energy for activities, even when tired
- be an “up front, rah rah” person
- **IT IS REQUESTED THAT THE ACTIVITIES DIRECTOR BE LIFEGUARD CERTIFIED**