

Columbia Baptist Church
Position Description for Assistant Director
Grade School Day Camp

Purpose: Provide administrative and programmatic support for the Grade School Day Camp under the supervision of the Children's Ministry Director.

Direct Supervisor: Children's Ministry Director

General Areas of Responsibility:

I. Personal and Professional Growth

- Live an authentic and growing Christian life as evidenced by personal study, reading and prayer life.
- Participate enthusiastically in church opportunities for spiritual growth and fellowship.

II. Church Staff and Member Relationships

- With the Senior Pastor through the Pastor for Discipleship.
 - Assist the Senior Pastor in implementing the mission of the church.
- With the Children's Ministry Director:
 - Assist the Children's Ministry Director in implementing the vision of the church through the Child Development Center.
 - Meets with the Children's Ministry Director as required.
 - Perform other duties as assigned by the Children's Ministry Director.
- With Camp Staff:
 - Works with the Camp Staff to provide a professional working environment and builds relationships among the staff and campers that fosters an atmosphere of mutual trust, respect and camaraderie.
- With the Congregation:
 - Protects the reputation of Columbia Baptist Church for Christ-likeness, compassion, moral purity, professional competence, financial integrity, and confidentiality.

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Specific Areas of Responsibility:

Under the supervision of the Children's Ministry Director:

- I. Provide program support for the Day Camp ministry (Summer Camp, Break Camps):
 - Implement plans that provide a state-of-art ministry and create a high quality experience for grade school aged children and their families.
 - Maintain a staff environment that shows each person's unique value and helps equip them for the future.
 - Work with the Children's Ministry Director to provide day camp staff training to include: pre-camp staff training for all staff, ongoing training, communication and encouragement for all staff throughout the camp program.
 - In charge of email communication to camp parents during registration windows.
 - Assist with weekly Day Camp needs - class rosters, weekly schedules, class binders, camper emergency contacts, check-in sheets.
 - Assist in overseeing field trips, ensuring the safety and tracking of campers.
 - Work with the Children's Ministry Director to deliver daily camp programming with excellence and aligned with developmental needs for each age group. This includes but is not limited to: large group check in time, Bible study, and classroom and activity content.
 - Update and post the online camp registration forms. Ensure that the forms capture all information required by licensing standards.
 - Maintain camper files and communicate as needed with families throughout the registration process.
 - Purchase program and administrative supplies required by the Day Camp. Work together with the Children's Ministry Director to complete Certify expense reports.
 - Reserve rooms and other resources within the church's room reservation system.
 - Complete and/or maintain attendance, injury, medical and other records/reports required by Virginia's Standards for Licensed Child Care Centers.
 - Review camp classrooms weekly for licensing, maintenance and custodial requirements.
 - Perform other administrative responsibilities as assigned.
 - Make recommendations for future enhancements to the Day Camp program.

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PREFERRED QUALIFICATIONS:

- Must be a Christian.
- Minimum of one year relevant experience in elementary education.
- Professional training and education in elementary education.
- Demonstrate ability to lead a staff.
- Proficient in using word processing software and ability to learn the registrations and other management systems.
- Someone who is dependable
- Good at problem solving

Skills Required:

1. Knowledge and understanding in the field of elementary childhood education.
2. Ability to train both young adult (college and high school age) staff.
3. Ability to work with and on behalf of children.
4. Ability to teach and mentor other staff
5. Be a team player.
6. Strong interpersonal and communication skills.
7. Self-starter, self-directed and possesses an attention to detail.
8. Must be able to work well under deadlines, and occasional short-notice projects.
9. Must have a servant heart, be flexible, and enjoy working with children, parents, and staff.
10. Must be willing to foster a responsive, proactive and positive work environment.

Special Notes:

1. Must be able to prioritize workload in a changing environment, no average day.
2. Will be asked to attend bi-weekly staff meetings and special events like summer fun nights, staff retreats, etc...
3. When appropriate and time permits, must be willing to support in other ministry areas that fosters a collaborative overall ministry team.