

JOB DESCRIPTION FOR PROGRAM TEAM SUPERVISORS

POSITION: Program Team Supervisor

RESPONSIBLE TO: Program Manager

QUALIFICATIONS

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Standard First Aid / CPR
4. Police Record Check is required upon application.

RESPONSIBILITIES

General:

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

Specifics:

Discipling Role:

1. Conduct a Weekly Interview with each team member assigned to you.
2. Develop an Action Plan for growth with each team member assigned to you.
3. Pray 1 hour each day for the growth and needs of the team members assigned to you.
4. Meet weekly with the Program Manager to discuss the weekly interviews.

Supervisory Role – Pre-Summer Camp:

1. Participate in Supervisor Training.
2. Read past Program Team reports, and become well-acquainted with each member's job description.
3. Order necessary supplies for Program areas before Program Team members arrive.
4. Be prepared with instruction and training as Program Staff arrive and begin their preparations. Give further instruction and training during Staff Training Week.
5. Ensure the Summer Theme banner is made during Staff Training.

Supervisory Role – During Summer Camp:

1. Take responsibility for the SAFETY of the campers and staff involved in the program activities. Ensure the safety-consciousness of the team members in your charge.
2. Be readily available as a resource person to the Program Team.
3. Be a liaison between the Program Manager and the Program Team.
4. Meet weekly with each Program Team member to evaluate their work toward the objectives of the camp. Ensure that each Program Team member is prepared for each day of the week prior to each camp week. Personally go through their plans and discuss any changes that may be necessary. Attend

program activity sessions and use the staff's weekly evaluations to determine on-going training and leadership development for each program member. Then carry out that training and development.

5. Meet weekly with the whole program team to discuss and evaluate the Program's work toward the objectives of the camp.
6. Carry out two performance reviews for each Program Team member.
7. Encourage each Program Team member weekly, intentionally doing so in their love language.
8. Work with Program Team members to train and encourage volunteers assigned to program areas.
9. Work with LDT Coordinators to train Program Staff in discipling and training LDT's assigned to program areas.
10. Promote the "on-timeness" of camp scheduled activities such as meals, quiet times, activity periods, etc. for the camp in general, and morning staff meetings where the Program Team is concerned.
11. Attend and be prepared to give input at the weekly Supervisor's meeting.
12. Assist the Program Manager in directing the Program Team's expanded ministry during Family camps.
13. Work in co-operation and conjunction with the other Program Team Supervisor.

Administrative Role:

1. Prepare schedules for Program Team members: evenings off/activity time off.
2. Prepare meal hosting schedule and theme meals for each week.
3. Coordinate the running of archery activity sessions.
4. Organize and administrate special activities in conjunction with the Sports Leader: Grade 4/5/6 Campathon, Junior High Blitz, High School Beach Day, tournaments, etc.
5. Create a ropes team rotation schedule.
6. Coordinate a schedule for cleaning the Program Team Office and washroom.
7. Assist in Sunday camper registration as assigned.
8. Organize and administrate the Clean Cabin Contest winners party on Friday night each week.
8. Assist with drama and worship team according to skills and giftings.
9. Attend and participate in all Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere at these activities.

The Program Team Supervisors *may* also be responsible for coordinating dramas throughout the summer. These responsibilities would include:

1. Choose drama sketches to fit the themes for campfires, pastoral teaching times, and special events throughout the summer. Prepare staff to present the sketches by choosing parts for them, running rehearsals, ensuring the appropriate props are available, and getting a weekly schedule to the staff outlining what sketches to be ready to do and when to do them.
2. Act as a drama resource person to staff and counsellors, ie. talent night, cabin times, etc.
3. Inventory the drama clothes and props and purchase necessary items.