



## JOB DESCRIPTION: SITE DIRECTOR

**Classification:** Seasonal-Summer

**Location:** [Grow Day Camps](#) + [Experiential Leadership Institute \(ELI\)](#) + [Shoreline Camps](#)

**Reports To:** Director of Adventure and Traveling Programs

### Minimal Qualifications:

- Active Christian faith
- Passion for coaching and building Christian community among ELI participants (rising 11-12th)
- Willingness to support the theological doctrines and practices of the [United Methodist Church](#)
- At least two years of college completed
- Ability to:
  - teach, lead, train, and supervise others
  - facilitate harmonious relationships and interactions between staff, parents, and campers
  - perform potentially strenuous physical activities (e.g. hiking, lifting gear, etc)
  - give and receive constructive criticism in a loving, Christ-like manner
  - solve problems creatively in fast-paced and at times high-stress environments

### Site Director Responsibilities:

- As a part of a team, hold a portfolio with responsibilities for Grow+ELI+Shoreline programming including but not limited to:
 

<ul style="list-style-type: none"> <li>• camper and staff safety</li> <li>• risk management</li> <li>• staff supervision</li> <li>• food/supplies procurement</li> </ul>	<ul style="list-style-type: none"> <li>• health care &amp; paperwork</li> <li>• worship coordination</li> <li>• media coordination</li> <li>• transportation</li> </ul>	<ul style="list-style-type: none"> <li>• emergency procedures</li> <li>• ELI debriefing</li> <li>• ELI meal and lodging logistics</li> <li>• daily check-in and check-out coordination</li> </ul>
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- Receive training in a combination of the following certifications: first aid, lifeguarding, ServSafe food preparation, challenge course, archery facilitation, and driver
- Attend Grow+ELI Leadership Team winter retreats for team-building and planning
- Work with Director and Program Director to coordinate site-specific logistics (e.g. risk management, transportation details, rain locations, ELI lodging, daily schedule, etc.)
- Collaborate with Director, Program Director, and Leadership Team members to lead training sessions and activities during ELI leadership development week
- Facilitate nightly debriefings and planning with ELI during day camp weeks
- Verify skills of Day Camp Counselors
- Serve as primary contact with host church staff and Day Camp Coordinators during day camp weeks
- Live on site at the church during the week
- Support Director and Program Director as requested
- Be an active and supportive member of the Grow+ELI Leadership Team
- Maintain an atmosphere of spiritual growth, personal development, and safety
- Prepare for summer during spring through on site meetings and online/phone discussions
- Help to assure adherence to camp policies and procedures
- Attend and contribute to Grow+ELI Leadership Team meetings
- Be available to assist Day Camp Counselors at any time
- Act as a Camp Counselor to a Living group of 8-12 campers during weeks at Shoreline Camps

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered as-needed.