NORTH GEORGIA
CAMP & RETREAT MINISTRIES

JOB DESCRIPTION: SITE DIRECTOR

Classification: Seasonal-Summer
Location: Grow Day Camps + Experiential Leadership Institute (ELI)
Reports To: Director of Retreats, Grow, & ELI

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
- A background check will be conducted for this position
- 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 programming including but not limited to:
  - camper and staff safety
  - risk management
  - staff supervision
  - food/supplies procurement
  - health care & paperwork
  - worship coordination
  - media coordination
  - transportation
  - emergency procedures
  - ELI debriefing
  - ELI meal and lodging logistics
  - daily check-in and check-out coordination

- 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

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