



## **Activities Director**

**Job Summary:** Individual possessing both leadership skills and creativity for group games and activities. Individual is responsible to plan and lead all group field activities and night games (or delegate such), manage equipment, and demonstrate Christ-like leadership for staff and campers.

**Responsible to:** Primary: Program Directors; 2<sup>nd</sup>: Executive Director

### **Qualifications and Expectations:**

1. Demonstrate an active and growing personal relationship with Christ.
2. Demonstrate a godly example both on and off of camp grounds.
3. Be in agreement with the sincerely held beliefs, Mission Statement, values and policies of CPBC.
4. Demonstrate leadership qualities and skills.
5. Demonstrate creativity and ability to develop age appropriate games for groups of various sizes.
6. Demonstrate the ability to take charge and manage large groups.
7. Possess a heart for kids of all ages.
8. Possess ability to solve problems and think for oneself.
9. Demonstrate a willingness to learn from “mistakes” and camp situations as they arise.
10. Demonstrate a willingness to serve and strong self motivation.
11. Preferably completed high school, and having one year of college or work experience.
12. Able to pass a background check.

### **Responsibilities:**

1. Attend staff training.
2. Prepare all camp game daily or delegate such.
3. Prepare and lead night games or delegate such.
4. Work in coordination with counselors and JCs to facilitate upperfield activities for cabin groups. Activities should be based on the counselor’s direction.
5. Provide leadership to the interns provided to you.
6. Cleanup game areas and equipment following activities.
7. Inventory equipment and supplies needed for summer activities report needs to director and maintenance issues to the maintenance staff.
8. Coordinate alternative activities with program team in the case of poor weather conditions.
9. Respectfully abide by and enforce all camp guidelines, expectations, and standards.
10. Participate in programming activities as schedule allows such as chapel skits, music, skills classes, and special activities.
11. Lead flag raising devos when scheduled, 2-3 times per summer.

12. Participate in end of the week cleaning-Upper Field, collect all lost and Found and bring to chapel for rally; cobwebs off buildings.
13. Attend staff meetings.
14. Serve guest groups if and when needed/scheduled.
15. Be available to help in any area needed. These may include but are not limited to kitchen, maintenance, canteen, cabin assistant, program, office, cleaning, and grounds.

\*Responsibilities and schedule may be subject to change in the event of job combinations, as well as summer programming needs.

\*\*All staff at Covenant Park Bible Camp serve as stewards of the Mission to create a space that demonstrates the saving work of Jesus and the call to be in relationship with Him through their individual positions. The Activities Director seeks to use the experiences they lead to teach the daily theme both directly and indirectly. They will mentor any activities interns through Bible Study, Leadership Training and practical, hands-on skills training. They also may be called upon to fill the role of cabin counselor.