

Overall Purpose

The Kids Camp Program Director is responsible for creating and delivering an exciting age-appropriate themed week for campers where they will have many opportunities to build relationships with God, each other, and staff. This includes choosing a theme, planning and preparing thematic camp-wide games and activities, assigning staff to various necessary roles, and directing the programming during the week.

Responsibilities

- Using the template schedule provided based on previous years, plan and create one week's worth of age-appropriate camp-wide games and challenges
 - This typically includes an overall theme for the week, lunch dress-ups/challenges, afternoon challenges, and evening camp-wide games/activities
 - Based on the plan that you create, and staying within the budget allotted, make necessary purchases for the week before arriving at camp.
 - Contact camp office to find out what is available for use in the camp programming office before making purchases
- Give staff direction as to set-up and overview of the week before the week begins.
 - Create a warm and inviting space in the dining hall and other common spaces through themed decorations and set-up
 - Distribute and post copies of your weekly schedule to all staff (including support staff)
 - Consult with Kitchen/Maintenance/Waterfront as soon as possible if you will need any special accommodations for games or activities throughout the week
 - e.g., if you have a beach/water element to an evening game, you need approval from the Waterfront Director; if you want special treats made for a prize, you must consult the Head Cook and kitchen CREW
 - Collaborate with Camp Pastor as necessary
- Give direction to all large-group activities throughout the week
 - Ring bell for all events to signal the beginning of the event (morning activities, breakfast, underground, first major, lunch, second major, etc.)
 - Attend and make daily announcements for staff at staff devotions
 - Make announcements at every meal
 - Conduct (or delegate) daily cabin checks
 - Give direction to programming CREW throughout the day (helping to set up for games, helping with different majors/cabins, etc.)
 - Give large group explanations for camp-wide games/activities
 - Host/delegate campfire(s)
- Clean up after any programming event, especially if the event leaves a mess (e.g., water balloons, shaving cream, etc.)
- Perform nightly cabin checks and enforce camper/Cabin Leader curfew
- Collaborate and communicate with other Senior Staff daily and as necessary
- Clean up all programming decorations and items at the end of the week
 - Ensure that the programming office is left in a neat and tidy condition

Relationships

The Programming Director reports to the Summer Program Coordinating Team and Executive Directors. They will also work closely with Cabin Leaders and the Camp Pastor. Other interactions may include:

- Support Staff
- CREW program
- LIT program
- Head Cook
- Maintenance Staff
- Campers/Parents

Equipment Used

- Computer
- Photocopier
- Microphone
- Programming Supplies (decorations, games, etc.)

Qualifications

Program Directors should have previous experience in programming at a camp of some sort. Ideally, Program Directors might have experience as a Camp Kahquah Kids Camp attendee. All first-year Program Directors will have the option to be paired with an experienced Program Director to aid in planning and performance of the position.

Physical Requirements

- Set-up of, participation in, and tear-down of camp-wide games
- Set-up and tear-down of decorations in dining hall
- Organizing and lifting items in the programming office