



## STERLING UNITED METHODIST CHURCH

A Church for Life

**Position:** Summer Camp Director  
**Hours/week:** Part-time, seasonal  
**Work hours:** Camp occurs in July  
Planning responsibilities begin early part of the year, ramping up into the summer.  
Additional work required after the camp to complete administrative tasks.  
**Classification:** Non-exempt  
**Overtime:** With prior approval of supervisor  
**Supervisor:** Director of Children's Ministries  
**Annual leave:** No  
**Sick leave:** No  
**Health benefits:** No  
**Retirement benefits:** No

### Summary

"In God's Backyard" is a Christian Summer Day Camp at Sterling United Methodist Church. The camp runs in July and is open to children in preschool through 5<sup>th</sup> grade. The Summer Camp Director oversees all aspects of the summer camp program. The camp is self-funded.

### Essential Job Functions

- Recruit, hire, and provide direct supervision to all paid staff and volunteers for the duration of camp.
- Train paid staff and volunteer leaders in developing and implementing the summer camp curriculum through regular communications including meetings, workshops, and individual contact.
- Complete staff evaluations at end of camp.
- Select an Assistant Director to assist the Director.
- Develop and manage the summer camp budget in coordination with the Director of Children's Ministries.
- Manage payroll for all camp employees in coordination with the church's Business Manager.
- Develop the tuition and fee structure for the camp.
- Purchase supplies, materials and equipment needed for the camp.
- Maintain records of all income and expenses the camp incurs.
- Coordinate administrative needs with church office staff.
- Ensure the church is left orderly and clean at the end of each camp day.
- Work with the Discipleship and Education Committee to develop a Christian-based curriculum prior to the start of summer camp.
- Develop a daily camp schedule.
- Plan for and schedule special events.

- Communicate with summer camp families, children, and the congregation through mailings, postings in the church bulletin, website articles, and through electronic communications.
- Maintain communication with the Director of Children's Ministries to apprise the Director of progress and any issues that may arise during planning and camp time.
- Attend Discipleship & Education Committee and Administrative Council meetings as directed by the Director of Children's Ministries.
- Write and submit the Charge Conference Report for the summer camp program.
- Coordinate with the Sterling United Methodist Church's master calendar to avoid scheduling conflicts.

### **Major Accountabilities**

- Oversee the planning and successful implementation of the church's summer camp program.
- Provide leadership, counsel, and encouragement for the entire adult and youth summer camp staff, the camp volunteers and the children and parents involved in the summer camp.

### **Personal Qualifications**

- Avowed and demonstrated Christian faith.
- Exemplify Sterling United Methodist Church's values and uphold the staff covenant.
- Has an understanding of and is in agreement with the beliefs and discipline of the United Methodist Church.
- Passion for children's ministry, and an ability to work with and relate to all age groups.
- Self-motivated with the ability to work as a leader of a team with minimal supervision.
- Strong organizational, planning, coordination, and administrative skills.
- Strong verbal and written communication skills, both formal and informal.
- Dependable, punctual and non-temperamental.
- Demonstrated maturity of emotions and judgment.
- Spanish language ability is desirable.

### **Professional Requirements**

- Work and/or educational experience in children's education, children's ministry, camp operation, or similar field. Supervisory experience is desirable.
- Has an understanding of budgeting, payroll, and tuition and fee structures.
- CPR, First Aid, and Epi-pen trained or certified. (The church will provide training for current certification if necessary.)
- Pass a criminal background check, and understand and agree to follow Sterling United Methodist Church's child protection policy.