

**HURON FOREST CAMP CEDARRIDGE
JOB DESCRIPTION
PROGRAM DIRECTOR**

Responsible To: Director

Qualities Needed:

- Spiritual and emotional maturity
- Organizational skills and Leadership ability
- Self motivation
- Willingness to serve and perform tasks beyond those assigned
- Love of children
- Understanding of the aims and philosophies of Camp CedarRidge

General Responsibilities:

The program director is in charge of all of the weeks programming (specifics listed below). You supervise the activity classes and monitor instructors' needs, material, physical, emotional, and spiritual. As a leader, you play an important role in maintaining positive group dynamics within the staff. It is vital that you have a high level of integrity, and act with love when dealing with campers and other staff members. You are in a position where you will need to give and receive correction gracefully. Try to model Christ in all of your interactions.

Specific Responsibilities:

- Supervise all activity staff, observe and evaluate using ACA form
- Activity class planning, sign-up, and facilitate as needed
- Evening programming including Sunday night campfire, all-camp, mini-spec
- Outpost (Requisition forms, pack food, monitor weather, clean-up)
- Tuesday's dinner for those remaining in camp
- Run daily lunch, and all meal announcements
- Coordinate and assign pool eyes, capers, tent activity sign-ups, vans, meal sign-out, free time riding sign-up
- Weekly fun theme implementation
- Execute weekly Emergency Drill within first 48-hrs of program.
- Approve trail rides and calls to the horse owner
- Coordinate trips and lifeguards
- Van maintenance - Weekly van fluid checks.
- Coordinate rules song on first day with staff.
- Keep outpost room, program closet, and other program areas clean
- Exit interviews with activity staff (also check their capers)

Also see: Announcement lists, programming files, and filing tips