



**The Salvation Army
Golden State Division
CAMP REDWOOD GLEN**

POSITION: Program Team: Assistant Program Director
SUPERVISOR: Assistant Camp Director
DEPARTMENT: Camp Redwood Glen
STATUS: Summer Camp

THE SALVATION ARMY MISSION STATEMENT:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

OVERVIEW:

The objective of the Assistant Program Director is to assist the Assistant Camp Director with the planning and implementing of summer programs, development of weekly schedules for camp staff, planning and organizing evening programs, carnivals, and other special events for campers, and encourage and help develop the spiritual lives of campers, staff, and self.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Plan, organize, and lead interesting and meaningful programs for all campers and staff that are in line with the program goals.
- Under the supervision of the Assistant Camp Director, give direction to the camp program and program team.
- Assist the Assistant Camp Director in all areas, including flagpole ceremonies, campfires, campouts, announcements, scheduling, classes, and staff direction.
- Provide opportunities for campers and staff to fellowship and experience success.
- Work alongside counselors and other program staff to teach new games and songs.
- Prepare and actively participate in all evening programs.
- Lead and teach camp songs and plan evening campfires.
- Responsible for overseeing cleanliness and neatness of the REC closet, turf field, basketball court, playground, campfire storage closets, and overall cleanliness of the camp.
- Maintain good organization of recreation supplies and ensure that materials are not wasted or misused and returned when borrowed.
- Responsible for preparing program areas prior to the program start time (electives, AIR time, Campfires, free time areas, etc.).
- Conduct inventory prior to the first day of camp: maintain inventory for equipment and supply needs, turn in requests to Assistant Camp Director.
 - Facilitate individual area inventories performed by other program team members.
- Conduct an inventory at the close of camp: provide camp administration with a list of recreation equipment to assist in purchasing supplies for the following summer.
- Maintain a high standard of safety, developing rules for conduct in assigned program area.
 - Conduct a daily check of equipment in program areas, as needed, checking for safety and equipment to be in good repair.

- Report pre-use inspections.
- Keep records of participants' progress; helping them progress from beginner to advanced levels.
- Supervise free time activity areas as assigned.
- Evaluate the current summer program area and make suggestions for the following summer.
- Assist with the opening and closing day procedures as requested by Assistant Camp Director.
- Assume responsibility for supervision and instruction for Salvation Army Programs (badge classes and Music/art classes) as assigned by the program schedule.
- Responsible for planning and implementing fun and exciting large group games for campers and staff of varying ages.
- Provide creative ideas and recreation supplies for special programs (such as a fair, circus, etc.), working closely with the Assistant Camp Director to determine needs and implementation.
- Responsible for the raising and lowering of the flag at the start and the close of each day.
- Report general property maintenance issues to the Facilities Manager or Maintenance Crew Chief.
- Spend time with, befriend, and interact with all Cabin Leaders and campers to foster a quality camping experience in accordance with the stated goals of The Salvation Army's camping program.
- Actively participate in the spiritual formation of campers and staff.
- Be an appropriate and effective example for both campers and staff members, exhibiting Christ-like conduct, concern, and service.
- Report any suspected child abuse issues to the Assistant Camp Director immediately and take necessary actions to report it properly.
- Any other duties as assigned by your supervisor.

All staff may be called upon at any time to assist in the total operation of the camp. You are expected to join in all evening programs; absences are excused only through the Assistant Camp Director.

QUALIFICATIONS:

- Must be at least 21 years of age.
 - Must have interest, knowledge, and skills in recreation, programming, and ministry.
 - Must be comfortable in front of crowds and leading large group activities.
 - Must have the ability to teach others, particularly young children and staff (8-21 years old).
 - Must be well organized, able to work easily with others, able to take initiative, and be self-motivated to carry out programs.
 - Must have general skills in working with children.
 - Must have current CPR/First Aid/AED certification.
 - Must be of good moral character.
 - Must have a personal and growing relationship with the Lord.
 - Preferred previous camping experience either as a camper or as a staff member.
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PHYSICAL REQUIREMENTS:

Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis. Ability to grasp, push and pull objects and tools. Ability to lift up to 25 lbs.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. The Salvation Army would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.

ESSENTIAL FUNCTIONS:

This job description should also identify the essential functions of the job, including any physical, cognitive, visual, auditory, and other abilities essential to fulfilling the job.

Acknowledgment of Religious Purposes of The Salvation Army

The employee acknowledges that he/she has been informed and understands The Salvation Army's religious purpose and status as a church. The employee agrees that he/she shall do nothing to his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her services are a necessary part of The Army's religious purposes, and his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Army's religious purpose.

At Will Employment Statement

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

Equal Employment Opportunity Employer: Minorities/Women/Veterans/Individuals with Disabilities.

Print Name: _____

Signature: _____

Assistant Camp Director Signature: _____

Date: _____