



**Kenbrook Bible Camp
Youth Program Director
Job Description**

Purpose: To provide leadership to the programs of the camp that impact children, youth, and young adults for Christ. Most particularly this means summer camp, but also includes some year-round children and youth programs.

Responsible To: Executive Director

Supervisor of: Youth Program Staff and Volunteers (Mostly Summer Camp Staff)

Qualifications:

- Growing, personal relationship with Jesus Christ.
- Supportive of the mission and total year-round ministry of Kenbrook.
- Ability to work with and relate well to children, youth, young adults, and their parents.
- Able to work effectively with a team of committed year-round core staff leaders.
- Willingness to work through conflict in a way that honors Christ and other people.
- Necessary character qualities: Teachable spirit, team-player attitude, servant heart, responsible, industrious, hospitable, kind.
- Necessary skills: public speaking; public relations; small group leadership; program planning, scheduling, and implementation; activity leadership; brochure and newsletter design; proficient with a computer. Able to communicate, read and write clearly and concisely.
- Experience with mentoring/discipling individuals, particularly young adults.
- Bachelor's Degree Preferred plus 3 years' leadership and supervisory experience in a related children/youth ministry setting or a combination of similar leadership and educational experience.
- Supportive of the core values and beliefs of the Brethren in Christ denomination.
- Strong relational connections in the Atlantic Conference of the Brethren in Christ Church are a major plus.
- Familiarity with Kenbrook Bible Camp and its programs is a major plus.
- Possess a valid driver's license and be insurable under the Kenbrook auto insurance policy.

Responsibilities:

Leadership and Administration

- Serve in partnership with all Kenbrook staff to accomplish our shared mission.
- Meet with the Executive Director on a regular (usually weekly) basis.
- Oversee the planning, development, and leadership of Kenbrook programs targeted to children, youth, young adults, and their families. This includes determining goals and objectives, defining participants, setting schedule, selecting themes and speakers, planning activities, securing staff, creating budgets, and implementing a marketing plan.
- Be a wise steward of program funds. Operate within designated budgets.
- Develop and maintain effective registration practices, communication with parents and campers, and development of reports for directors and counselors.
- Learn and become proficient with the CampBrain database.

- Become familiar with all applicable codes and regulations, including ACA standards, and assure our compliance to the greatest extent possible.
- Maintain a written summary and evaluation of all programs. Submit a copy to the Executive Director.

Marketing, Promotion, and Strategic Relationships

- Work with the Executive Director in the development and implementation of the marketing plan for summer camp and retreats/special events.
- Develop strategic relationships with individuals in local BIC churches. Schedule promotional visits to BIC churches in the Atlantic Conference.
- Attend Atlantic Conference BIC children and/or youth pastors cluster monthly.
- Assist other staff in the recruitment of volunteers to help with programs, work days, summer camp, etc.

Summer Camp Program

- Recruit summer staff through campus visits, church promotional programs, newsletters, web site, follow-up on referrals from former staff, follow-up phone inquiries, etc.
- Develop a strategy for training and discipling staff.
- Direct summer staff training program that focuses on staff orientation of facilities, policy and procedures, spiritual nurturing, effective counseling, skill development, lesson plans, and community building.
- Plan the daily and weekly schedule. Develop themes accordingly.
- Plan and direct evening programs, special events, mealtime programs, and chapel services.
- Develop Bible study and devotional themes, lessons, and notes.
- Assign counselors to specific responsibilities for activity classes, special events, evening programs, registration/departure days, and chapel services.
- Schedule staff testimonies, staff meetings, and nights off.
- Provide counselors with assistance in planning activity classes, cabin activities, and Bible lessons.
- Lead counselor Bible study and prayer.
- Assure that all classes and activities have proper supervision and that policy and procedures are being followed.
- Evaluate programs on a weekly basis. Make changes as needed.
- Maintain good communications with all staff in regards to program plans, needs, and changes.
- Provide feedback and guidance to staff as it relates to their performance.
- Keep records of each week's program, camper decisions, and camper/staff evaluations.
- Submit a comprehensive evaluation and board report of the summer camp program to the Executive Director by August 30.

Retreats and Special Events

- Work with Atlantic Conference BIC children, youth, and young adult pastors/leaders to determine programming that meets needs of conference churches.
- Work with other area churches and para-church ministries to determine children, youth, and young adult ministry & retreat programming that would meet needs of their respective ministries.
- Work with Jumpstart Leadership to plan and host this middle school retreat.
- Assist with planning and implementation of Fall Family Fun Day.

Note: This position description does not state or imply that the duties enumerated here are the only duties and responsibilities that may be assigned to or expected of this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.