

# CAMP SPOFFORD SUMMER STAFF

## *Assistant Program Director (APD)*

### **JOB DESCRIPTION**

Camp Spofford offers many ministries and programs throughout the year; however, there are three major focus areas: Family Camp, Youth Camp, and Retreats. The Assistant Program Director, or APD, is a seasonal, summer position whose main responsibilities fall under the Youth Camp umbrella. The APD reports to the Program Director, and is tasked with duties that help Youth Camp run smoothly and efficiently.

### **RESPONSIBILITIES**

- Set-up, administer/officiate, and clean up events and activities throughout the week
- Fill in for sick or otherwise absent counselors during the week
- Routinely meet with the Program Director to talk through the program's current state of health, e.g.: camper issues, upcoming events, marketing ideas, schedule review, and prayer
- Keep all program spaces, storage areas, and resources neat and organized
- Connect with worship leaders and Youth Camp speakers to review each day's service plan
- Assist counselors with camper issues, including the Program Director if necessary
- Report all camp incidents to the Program Director, either prior to the resolution if needed, or after the problem is resolved if able to be handled personally
- Be aware of, and follow, all health and safety regulations
- Maintain a high, positive energy level whenever leading or participating in any Youth Camp program event
- Serve in the camper snack shop and oversee scheduling along with the purchasing and organizing of items
- Attend all required camp meetings, even if outside of normal hours
- Commit to a daily personal devotional schedule and time for daily quiet and solitude

### **REQUIREMENTS**

- At least 20 years old, or two years removed from High School
- Committed to the Christian faith and actively following Jesus with a life as outlined in the Bible
- Must be comfortable and efficient with public speaking and large group organization
- A willingness to serve as needed, an ability to adapt to change, and the embracing of a true servant's heart
- The ability to follow direction with uplifted spirits in any circumstance, leading others in that same direction