

CAMP SPOFFORD SUMMER STAFF

Head of Staff (Girls/Boys)

JOB DESCRIPTION

Heads of Staff are responsible for the supervision and spiritual nurture of the youth staff. This is a seasonal, summer position. Heads of Staff will live in the staff cabins with the youth staff and report to the Executive Director.

RESPONSIBILITIES

- Administer the policies set forth in the Camp Staff Handbook. Enforce appropriate disciplinary measures when necessary
- Encourage youth staff in their spiritual growth through personal friendships, morning prayer, chapels, evening devotions, one-on-one discipleship, etc.
- Establish rapport as much as possible with youth staff to enable ministry to personal or relational needs that develop during the summer
- Interact appropriately with the other head of staff, the Operations Director, and other leadership staff for counsel, encouragement and prayer
- Work alongside the youth staff among the various departments for the purpose of building relationships and rapport
- Specific job assignments as needed to support other departments
- Plan and execute weekly staff activities
- Attend weekly adult staff meetings
- Meet regularly with the Operations Director

QUALIFICATIONS

- Mature college student or between the ages of 20-25
- Must exhibit a genuine love for youth with a willingness to serve and wisdom to care for them
- Must exude leadership qualities
- Committed to the Christian faith and actively following Jesus with a life as outlined in the Bible

GENERAL WEEKLY SCHEDULE

SUNDAY - FRIDAY

- Department Work (time is flexible)
- 1 on 1 Mentoring
- Relationship Building
- Devotion Planning
- 10:30 - 11 pm (Cabin Devotions)

SATURDAY:

- Camp Turnover
- Staff Activity

Heads of staff will set the staff activity schedule at the beginning of the summer. Weekly meetings with both heads of staff and their supervisor as well as bi-weekly one-on-one meetings will need to be scheduled.