

JOB DESCRIPTION

Sparrowwood Director

Classification: Seasonal

Reports to: Program Director

Minimal Qualifications:

- Active Christian faith
- At least 1 year experience in Village, 1 year experience in Sparrowwood and 2 years of higher education
- Comfortable with teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, camp-outs, etc)
- Familiarity with special needs populations
- Ability to assist campers with a variety of special needs including hygiene problems
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Supervise Sparrowwood staff
 - Provide encouragement, accountability, and spiritual support to the Sparrowwood Section Leader and staff
 - Mediate problems
 - Encourage staff to take care of their camper's and their own physical health
 - Collect and distribute camper paperwork to staff
 - Check on and interact with campers
 - Coordinate with counselors and worship coordinator for SPWD chapel
- Gives oversight to Sparrowwood facility
 - Assign and check off on cleaning jobs
 - Clean and organize common areas and kitchen
 - Maintain the quality of furniture
 - Record and report maintenance issues
 - Inventory supplies (cleaning, crafts, etc) regularly
 - Oversee end of summer organization
- Manage camper assignments and info
 - Make camper room assignments
 - Welcome campers and ensure comfort
- Provide consequences for rules structure
- Collect and file weekly camper evaluations
- Maintain camper files and any other important paperwork
- Be aware of and communicate, as needed, any prescriptions/meds and food allergies
- Communicate with parents as needed
- Consult weekly with camp Health Manager on "Do Not Return" campers
- Active member of the Support Leadership Team
 - Pre-Summer
 - Required planning, preparation, and communication with Program Team and SLT prior to summer (scheduled planning/training, and one weekend a month beginning in January)
 - Help to plan and lead Pre-Camp training weekend and annual staff training
 - Complete Challenge Course facilitator training

- Complete archery facilitator training
- During Summer
 - Supervise the Sparrowwood Section Leader and Staff
 - Attend to logistics required to run an effective and efficient Sparrowwood summer program.
 - Help to assure adherence to camp policies and procedures
 - Assist program director with staff evaluations throughout the summer
 - Serve at Challenge course as schedule permits
- Participate and assist in planning or leading worship, in some capacity, throughout the summer (ie. Guitar, props, sweep chapel, read scripture, etc)
 - Coordinate weekly with CPO to ensure correct dining hall numbers
 - Collaborate with SLT to ensure accurate transportation schedule
 - Assist Photography Media Specialist in taking photos for Sparrowwood
- Post-Summer
 - Work closely with the year-round staff to plan and lead the Fall Sparrowwood retreat

This is not an exhaustive list of responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.