

JOB DESCRIPTION

Village Co-Director - Crew Portfolio

Classification: Seasonal

Reports to: Program Director

Minimal Qualifications:

- Active Christian faith
- At least two years prior experience on Glisson staff, at least one of which must have been in Village
- 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)
- Willingness to support the theological doctrines and practices of the United Methodist Church

Responsibilities:

Crew Specific:

- Support, assist, and provide accountability to the Crew in their daily duties and spiritual growth
- Actively build relationships with the Crew members
- Coordinate and communicate with any and all Summer Leadership Team (SLT) positions that work closely with Crew members.
- Collaborate with Co-Director and other program directors to
- Lead daily Crew meetings

Waterfront Specific:

- Must be lifeguard certified (preferably trained as a lifeguard instructor)
- Work with all programs to coordinate daily and weekly schedules of all waterfronts (pool, lake, creek and slip-n-slide - as needed)
- Lifeguard as needed
- Support and encourage the lifeguards physically and spiritually (actively build relationships)
- Delegate lifeguarding duties (lifeguards and pool numbers, head guards, cleaning)
 - Routinely evaluate technique and manner of lifeguards (leading refresher training), ensuring that all safety policies, protocol, and rules are being followed and carried out by lifeguards.
 - Periodically evaluate and inventory all waterfront related equipment (lifeguard equip., PFDs, kayaks, etc)
 - Work with staff to complete any waterfront related incident/accident reports and making sure all protocol is followed
 - Keep track of all important records involving waterfronts

Village Co-Director Shared:

- Be a model of Christian maturity, sharing the Gospel of Jesus Christ with all campers, counselors, and crew
- Coordinate with CPO on meal numbers and set-up
- Be a part of the weekly Check-in process
- Active member of the Summer 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
 - Support and serve Co-Director, other SLT members, counselors and crew, and maintain an atmosphere of spiritual growth, personal development, and safety in camp
 - Help to assure adherence to camp policies and procedures
 - Assist program director with staff evaluations throughout the summer.
 - Serve at Challenge course as needed
 - Participate and assist in planning or leading worship, in some capacity, throughout the summer (ie. Guitar, props, sweep chapel, read scripture, etc)

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