

BURNAMWOOD

CAMP AND CONFERENCE CENTER

SUMMER CAMP ASSISTANT DIRECTOR/DAY CAMP DIRECTOR | POSITION DESCRIPTION TERM

Summer camp season as outlined in offer letter.

JOB DESCRIPTION

The Burnamwood Summer Assistant Director/Day Camp Director shall assist in providing a joyful and educational experience for campers that will elevate their spiritual growth in relation to the Christian community and enhance their knowledge and stewardship of the natural environment, as well as supervise the summer counselors and create a positive and safe working environment for everyone. This person is called to provide a safe environment so campers of variety of ages and personalities have the best week of their summer. The person must possess the ability to supervise and manage a staff of summer camp counselors and counselor-in-trainings.

TASKS

The Burnamwood Summer Camp Assistant Director/Day Camp Director will

- Act as a liaison between the staff, campers and the Summer Director and the Executive Director.
- Act as the liaison between Burnamwood Camp and the Day Camp Congregation for which we provide staffing and program.
- When not leading a Day Camp this position will work with the Summer Camp Director to supervise assigned group and report (per Presbytery of Transylvania Personnel Guidelines) any violation of camp policies, procedures or rules that may affect the safety, health or well being of any camper or staff member.
- Personally adhere to all policies, procedures, rules or covenants of Burnamwood Camp and Conference Center and Presbytery.
- Provide complete attention to all training, orientation materials and presentations.
- Assist Summer Camp Director to direct High School Leadership retreat and other events as necessary
- Manage summer Day Camp supply budget within approved budget

- Assist the Summer Camp Director to supervise the cleanliness of facilities and grounds of Burnamwood Camp and Conference Center and assist as necessary
- Carry out programming as assigned and help manage camp blog daily.
- Assist with administrative duties as assigned by the Summer Camp Director or Executive Director.
- Troubleshoot as necessary

QUALIFICATIONS

- High School Diploma/GED
- At least one year of post High School Education
- Valid Drivers License
- Outdoor skills
- Ability to lead Arts & Craft activities
- Ability to reach all physical areas of camp facilities and grounds.
- CPR and First Aid Certified (will be trained upon offer, if one does not already possess certification)
- Administrative capabilities
- Works well with children and youth
- Strong organizational and interpersonal skills

DESIRED SKILLS AND QUALIFICATIONS

- A history in youth ministry
- Comfortable leading music and teaching camp songs
- College Degree - *preferable*

SUPERVISED BY

Summer Camp Director and Executive Director of Burnamwood, Burnamwood Committee

SUPERVISES

Summer Camp Counselors, Counselor-in-Training

APPLICATION FOR EMPLOYMENT

C/O TRANSYLVANIA PRESBYTERY BURNAMWOOD CAMP AND CONFERENCE CENTER

PO Box 23580 Lexington, Kentucky 40523

(859) 264-8867

Summer Camp Assistant Director/Day Camp Director

Transylvania Presbytery is an equal opportunity employer. Burnamwood Camp and Conference Center is an equal opportunity employer.

PERSONAL INFORMATION

Name (Last, First, Middle): _____ Date: _____

Social Security Number: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Can you prove your U.S. Citizenship? Circle one: Yes No

If not a U.S. Citizen, give Visa No. and Expiration Date: _____

Position You Are Applying For _____

Title: _____ Salary Requirement: _____

Referred by: _____ Date You Can Start: _____

EDUCATION RECORD

High School (Name, City, State): _____

Graduation Date: _____

Business or Technical School (Name, City, State): _____

Dates Attended: _____ Degree Earned: _____

Undergraduate College (Name, City, State): _____

Dates Attended: _____ Degree, Major: _____

Graduate School (Name, City, State): _____

Dates Attended: _____ Degree, Subject: _____

WORK HISTORY

(GIVE INFORMATION ABOUT YOUR LAST 3 JOBS, STARTING WITH THE MOST RECENT)

1-Employer _____ Dates Employed: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ending Salary: _____
Title/Duties: _____
Manager's Name and Title: _____
Reason for Leaving: _____

2-Employer _____ Dates Employed: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ending Salary: _____
Title/Duties: _____
Manager's Name and Title: _____
Reason for Leaving: _____

3-Employer _____ Dates Employed: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ending Salary: _____
Title/Duties: _____
Manager's Name and Title: _____
Reason for Leaving: _____

REFERENCES

1-Name:

Work Phone: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Relationship to You: _____

2-Name: _____

Work Phone: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Relationship to You: _____

3-Name: _____

Work Phone: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Relationship to You: _____

PLEASE READ AND SIGN

Completion of this application indicates permission to review background with previous employers and references provided on this application or in writing elsewhere. It is understood that a criminal record check will be completed by the Employer.

Signature also indicates that the following statement is true: I have not been convicted of a felony.

Signature: _____ Date: _____

High School

Briefly describe your experience in camps and/or retreat settings:

Please provide a brief statement of your personal faith:

Identify three of your strengths in leadership:

What other skills do you bring:

- | | | |
|---|--|---|
| <input type="checkbox"/> Organization | <input type="checkbox"/> Recreation | <input type="checkbox"/> Instruction |
| <input type="checkbox"/> Camper Registration | <input type="checkbox"/> Music | <input type="checkbox"/> CPR/First Aid |
| <input type="checkbox"/> Certified Water Safety | <input type="checkbox"/> Pool Management | <input type="checkbox"/> Environment
Education |
| <input type="checkbox"/> Worship Leading | <input type="checkbox"/> Leading Hikes | <input type="checkbox"/> Storytelling |
| <input type="checkbox"/> Other (please explain) | | |

Pastor/Church Educator Reference (Optional)

Name:

Address:

Phone: () -
Daytime

() -
Evening

Pastor's Signature:

Date

PLEASE COMPLETE AND MAIL TO
Burnamwood Camp and Conference Center
PO Box 23580
Lexington, Kentucky 40523

OR EMAIL TO
info@burnamwood.net