

BURNAMWOOD

CAMP AND CONFERENCE CENTER

SUMMER CAMP DIRECTOR | POSITION DESCRIPTION TERM

Summer camp season as outlined in offer letter.

JOB DESCRIPTION

The Burnamwood Summer 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. The Summer Camp Director is an incredibly awesome person who can provide a safe environment so campers of variety of ages and personalities have the best week of their summer. The Summer Camp Director must possess the ability to supervise and manage a staff of summer camp counselors and counselor-in-trainings.

TASKS

The Burnamwood Summer Camp Director will

- Act as a liaison between the staff, campers and their respective guardians and the Executive Director.
- Supervise Summer Camp Assistant Director/Day Camp Director
- 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.
- Direct High School Leadership retreat and other events as necessary
- Manage summer supply budget within approved budget
- Supervise the cleanliness of facilities and grounds of Burnamwood Camp and Conference Center and assist as necessary
- Carry out programming as assigned and manage camp blog daily.

- Coordinate Counselor-in-Training schedules
- Assist with administrative duties as assigned by the Executive Director.
- Troubleshoot as necessary

QUALIFICATIONS

- High School Diploma/GED
- Outdoor skills
- 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

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 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:

SUMMER STAFF QUESTIONNAIRE

Name:

Sex:

M/F

Email Address:

Please briefly describe your leadership experience (whether volunteer or paid) working with children and youth.

Elementary

Lined area for Elementary school description with 11 horizontal lines.

Middle School

Lined area for Middle School description with 11 horizontal lines.

High School

Lined area for High School description with 3 horizontal lines.

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:

BURNAMWOODCAMPANDCONFERENCECENTER

- Organization
- Recreation
- Instruction
- Camper Registration
- Music
- CPR/First Aid
- Certified Water Safety
- Pool Management
- Environment Education
- Worship Leading
- Leading Hikes
- Storytelling
- 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