

**Lutheran Retreats, Camps and Conferences**  
**Job Description - Day Camp Director**  
**(Revised 4-06)**

**Position:** Day Camp Director

**Responsible to:** Program Director

**Qualifications:**

1. Understanding of the philosophy and mission of the Evangelical Lutheran Church of America and the programs of Lutheran Retreats, Camps and Conferences.
2. Strong commitment to the care and appreciation of God's creation and the desire to communicate and practice that with other staff and campers.
3. At least 21 years of age with strong leadership qualities and previous camp experience.
4. Interested in living in a Christian community and be willing to move between sites.
5. Flexibility and willingness to help in all areas of camp life.

**Specific Responsibilities:**

1. Preparation
  - a. Familiarization with the summer curriculum, day camp sites and staff training.
  - b. Participation in leadership staff training and the summer staff training sessions.
  - c. Work in cooperation with the Camp Director and Program Director the purchasing of program materials as needed prior to summer staff training.
  - d. Work in cooperation with the Program Director to make preparations for all day camp programs.
2. Program Implementation
  - a. Help to facilitate relevant areas of staff training.
  - b. Implement day to day operations in all areas of Day Camp.
  - c. Develop day camp curriculum materials and new program activities.
  - d. Be responsible for the safety and welfare of all campers and staff during their entire stay at camp.
  - e. Prepare activities and camp programs on a daily basis including staff meetings, worships, recreational activities, and evening activities.
  - f. Interact with pastors, youth directors, and ministry volunteers attending the program on a daily basis.
  - g. Provide continual support and guidance for all other staff.
  - h. Meet regularly with the Program Director to discuss staff, camper and program concerns.
  - i. Meet regularly with the day camp staff to discuss program, staff and camper concerns, offer support, and plan special events and activities for staff and campers.
  - j. Prepare written end of summer evaluations of the program and sites.
  - k. Submit all relevant paperwork in a timely manner.
3. Camp and Community Life
  - a. Participate in a shared community living situation with other staff.
  - b. Participate in community worship, prayer, devotions, work projects, and social events.
  - c. Staff will share responsibilities for dishes, kitchen help, camp cleaning, office assistance, maintenance assistance, and other tasks necessary to provide good service and hospitality to the guests as required by the Camp Director.
  - d. Staff will eat with camp guests when on site.

**Compensation:**

1. Total summer benefit package of \$2,000 based upon 10 weeks of employment.
2. Housing and meals provided on site, including off times.
3. Staff members will work six days a week with occasional weekend responsibilities.