

JOB TITLE — FBCL KidsCamp Site Assistant Director

Location — First Baptist Church, Landrum South Carolina

Job Type — Full-Time

Opening Date — Immediately

Closing Date — When Filled

Minimum Requirements and Experience

Education Post High School
Preferably a Degree in Education or another closely related field

Experience Elementary Classroom instructor ***or***
Employment in a licensed childcare agency

OR

An equivalent combination of training and experience in preparation to work with children

Christian Commitment As part of a Christian ministry, the Site Director must be a devoted follower of Christ

Description — In collaboration with FBCL Ministerial Staff and Camp in the Box, this position is responsible to assist the KidsCamp Director in overseeing all aspects of FBCL KidsCamp After School program and Summer Camp.

General Statement of Duties —

• **ADMINISTRATION**

Advertise and Market Program including maintaining Program Social Media sites

Hire, train, supervise, schedule / monitor hours and evaluate Staff

Plan and monitor Program budget including payroll functions and collecting Program fees

Purchase / Secure program equipment and supplies including snacks, crafts, activities, and recreation

Maintain student rosters and staff ratio to keep them compliant with Program guidelines

• **PROGRAM**

Curriculum / Ministry Development including but not limited to Weekly Christian Themes, Devotions and Rotation Schedule

Plan and Lead Field Trips

Daily Operation including assisting Counselors and Front Desk,

Monitoring and assisting with Camper behavior

Complete Parent Information Notifications (PINs) and Parent Conference Reports (PCRs) when needed

- **FACILITY**

- Daily preparation of rooms including inspecting for cleanliness and identifying maintenance needs

- **TRANSPORTATION**

- Create, assign, and oversee routes to pick campers up from school

- Delegate responsibility for fueling vehicles, making sure they are prepared for routes and maintaining vehicle cleanliness

TRAINING and SUPERVISION

FBCL Ministerial staff monitor terms of the contract and provide training and supervision in the areas of facility and vehicle use and maintenance, safety protocols, budgeting, hiring personnel including performing background and reference checks

Camp in the Box provides Program Director Training including marketing strategies, personnel selection and program, promotion and front desk compliance,

KNOWLEDGE and SKILLS REQUIREMENTS

- Develop curriculum as necessary utilizing appropriate Biblical Doctrine and educational strategies
- Good work ethic
- High level of initiative to learn job responsibilities
- Flexibility within established schedules
- Ability to function in potentially stressful circumstances
- A high level of professionalism and ability to manage themselves in an ethical manner at all times
- Effective working relationships with FBCL and Camp in the Box staff and KidsCamp co-workers, families and children
- Knowledge of and Skills in Conflict Resolution to effectively deal with children, parents, and employees
- Physically able to perform manual work (including lifting and moving objects) to prepare facility and vehicles for daily Program operation.
- Especially observant of conditions within the facility and daily Program operation affecting the safety and welfare of Campers and co-workers.
- Obtain and maintain First Aid and CPR Certification