

CAMP DIRECTOR

The Camp Director is assigned an important segment of the total program of the Conference ministry. The Director is hired by and is responsible to the Youth Camping Committee.

The responsibilities of the Camp Director will include:

1. Supervising and operating the Durley Youth Camp during weeks of operation, enforcing all rules and guidelines for staff and campers.
2. Understanding the mission and purpose of the Free Methodist Church in general and Durley Youth Camp specifically and working in harmony with them.
3. Developing and implementing a program of orientation – for the full-time staff prior to the start of all the camps, and for the weekly staff prior to each individual camp – which provides guidance, inspiration, and direction throughout the camps.
4. Meeting with, supervising and evaluating all staff, helping them to implement the tasks outlined in their respective job descriptions.
5. Developing and implementing adequate training for CITs. This includes, but is not limited to, teaching a daily class and providing the YCC with written evaluations.
6. Handling all insurance claims. This will involve filling out paperwork, working with the nurse, hospital staff, insurance company and parents to ensure that bills are paid.
7. Handling the registration process at the start of each camp. (Members of the YCC can also be used to help with this process.) Keeping good records of basic information on people, money, dates, etc.
8. Insuring the safety and health of all campers, while complying with all federal, state, and local regulations.
9. Being fiscally responsible to stay within the budget established by the YCC.
10. Coordinating the schedule, sessions, activities, workshops, events, etc. with the purpose of enhancing the overall spiritual impact of the camp.
11. Leading and befriending the campers, inspiring them, listening to them, and adapting to the unique needs of each particular group.
12. Working with the grounds manager and the caretakers to properly care for all the facilities and property and seeing that the grounds get cleaned up after camp.

(Updated 11/2/13)

DIRECTOR'S CHECKLIST

1. Pray.
2. Prepare devotionals for the staff.
3. Prepare for any special events at camp such as water skiing, trips, cookouts, picnics, etc.
4. Determine what activities and workshops will be offered and how they will be assigned to students.
5. Set the camp schedule (including staff meeting and free times for the staff).

Here are some ideas for the orientation meetings:

1. Devotions
2. Make the following assignments: For cabin groups - KP duty and other special activities; For staff - snack shop duty, registration help, any clean-up remaining, meeting time with the Director (during the week); start of camp and end of camp routine.
3. Miscellaneous assignments might include: making the snack shop price list, work projects, etc.
4. Go over rules, expectations, schedule (especially the evening times), discipline, altar services, registration, etc.
5. You might want to give the following individuals some time to talk about their responsibilities: Camp Pastor, Assistant Director, Activities Director, Head Cook, Camp Nurse, Worship Director, Multi-Media Director, etc.
6. Establish a staff meeting time.
7. Make sure everyone is clear on their training, activities, events, and workshops and where they will meet.
8. Eat and enjoy some recreation together.
9. Group building times.
10. Worship times and prayer together.

(Updated 11/2/13)