



SUMMER PROGRAM MANAGER

Camp Penn, Waynesboro PA

Wesley Forest, Weikert PA

The Camp and Retreat Ministry cultivates authentic connection in Christ, community, and creation.

PRIMARY PURPOSE

As a member of the Summer Staff, the Summer Program Manager supports the daily operation of the summer camp programs primarily through the organization and day-to-day scheduling of Camp Penn program resources.

ACCOUNTABILITY

The Summer Program Manager is accountable to the Center Director.

LOCATION

Positions available at:

Camp Penn, Waynesboro Pennsylvania

HOURS

This is a seasonal position for the summer months of May – August with an average of 40+ hours per week. A typical day is 7:00 am – 9:00 pm with breaks as determined by programming and operational needs.

COMPENSATION

Resident compensation \$415 per week plus room and board included for the duration of the summer camping season.

RESPONSIBILITIES OF SUMMER PROGRAM STAFF

Helps develop and lead sessions during staff training week.

Acts as a peer supervisor to summer staff by aiding summer staff in daily duties including: organize daily schedules, supervise evening rec activities, set up of activity areas, supervision in staffed areas, plan and organize staff bonding opportunities, etc.

During summer camp, communicates with the Center Director on a daily basis to inform them of changes in schedule, weather stipulations, plans for the day, etc.

Communicates with volunteer deans and counselors throughout the day to determine program space availability.

Communicates with volunteer deans and counselors to ensure that program activities and supplies are set up and organized.

Maintains organization of program supplies including craft shop, archery, Canteen, and Chapel.

Assist with onsite camper registration and pick up.

The above responsibilities are intended to give an overview of the general responsibilities of members of the Summer Staff. Further responsibilities and duties may be assigned by the Center Director at any time.

QUALIFICAITONS

Willingness to work in and contribute to a Christian Community.

Agrees to uphold the mission, vision, and core values of the SUSCRM Camp and Retreat Ministry.

Availability to live on site for the duration of the summer camping season

Must be at least 18 years of age. 21 or older preferred.

Must be able to lift at least 25 pounds.

Must have at least one summer of previous experience in summer camp operations.

Ability to maintain a courteous and helpful attitude with campers, volunteer staff, and other staff.

Must maintain the following clearances per Pennsylvania state law: PA State Police Criminal History, PA Childline Certification and FBI Criminal History.

Must complete the MinistrySafe Safe Sanctuary Training prior to giving direct supervision to any campers or volunteers.