



Summer Staff Job Description

Activities Director

Ryan French, 2009 Camp Director

April Baker, 2009 Camp Director

PO Box 95, New York, NY 10028

Phone (212) 737-8258; Fax (212) 737-0098
camp@shilohnyc.org

General Responsibilities:

Activities Director is in charge of organizing and planning the activities of Shiloh's summer camp program. Responsible for overseeing and running the afternoon activities, evening activities, morning classes, weekend games, and overall camp themes. In addition, purchasing all necessary supplies for all camp activities.

Ratio: One director for the entire summer

Qualifications and Certifications: (for Shiloh and NY state)

- * Minimum age: 20
- * One year camp and/or leadership experience
- * Christian visionary leader with positive attitude and energetic personality; highly organized, self motivated, and able to lead large groups of kids and staff in games or activities
- * Comfortable talking in front of large groups
- * Flexible
- * Creative and innovative when planning camp activity program
- * Some training/background in First Aid and CPR
- * Able to uphold and enforce guidelines established by Shiloh as well as the State of New York
- * Able to act decisively in dealing with staff or campers

Responsible to: Camp Directors

Specific Responsibilities (list is not totally inclusive of all duties):

1. Plan and run all evening activities.
2. Facilitate afternoon group activities for guys and girls.
3. Help coordinate and plan morning activity classes with designated class teachers.
4. Make sure all necessary supplies are purchased for activities while staying within a budget.
5. Make supply runs when necessary.
6. Organize decorating rec. hall and other areas of camp to go along with camp theme or activity.
7. Help coordinate the camper check-in along with the Camp Director.
8. Set example for counseling staff in playing and interacting with the camper's everyday.
9. Be aware of and address (if need be) any problems that impede flow of camp.
10. Effectively mentor and teach a Counselor In Training (CIT) as they serve as the activities assistant.
11. Serve the needs of the staff or campers at all times.
12. Assist with serving of food during meals.
13. Teach/facilitate daily Cross Training class.

Stipend: \$900—\$1,200

Shiloh is an equal opportunity employer