



PROGRAM DEAN

JOB DESCRIPTION

Please look over the job description that is required of the Program Dean during this summer. If you are hired for this position, the Camp Director will be reviewing this with you throughout 'In Camp Training'. We also encourage you to use this list as something to pray through in anticipation of camp and as you work during the summer.

MINIMUM REQUIREMENTS

- Personal relationship with Jesus Christ
- A lifestyle conducive to spiritual growth and conformity to the image of Christ
- Previous camp staff experience
- Desire and ability to work with children and adults in camp setting
- Ability and experience supervising staff and campers
- At least 19 years of age
- Ability to lead training sessions

RESPONSIBLE TO: Camp Director, Program Director, and LEAD's

GENERAL RESPONSIBILITIES

- To supervise, and encourage program staff in their responsibilities, in conjunction with the Program Director, in accordance with the purpose of Trout Creek Bible Camp.

SPECIFIC RESPONSIBILITIES

1. Assist in teaching program staff their responsibilities during staff training.
2. Supervise program staff and oversee their performance in accordance with job description, "The Law", and interpersonal relationships.
3. Attend and lead at least a twice weekly Program Staff Bible study/meeting, and advise, encourage, and pray with and for the Program Staff.
4. Spend time with each Program staff member in your group to encourage and hold them accountable.
5. Assist the Director and other Leadership staff in making staff related decisions regarding discipline.
6. Formally evaluate Program Staff in your group at least once during the season.
7. Make sure the Program Staff are in their cabins at night, and spend time/participate in devotions with them.
8. Enforce curfew every night.

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SPECIFIC RESPONSIBILITIES *(continued)*

9. Plan, implement, & attend Program Staff encouragement times (evening parties, outings, etc.)
10. Participate in the program schedule and make sure Program Staff are interacting with the campers and involved with the program throughout the day.
11. Coordinate with Program Director to ensure Program Staff are present and dutiful in the execution of their free-time duties, evening duties, and checking-in with Program Director (Go karts, lifeguard, paintball, Team Comp, Fireside, etc.).
12. Frequently check to make sure Program Staff are having personal devotions.
13. Assist and work with the Program Director on daily basics.
14. Other responsibilities may be assigned as required, and some responsibilities may be reassigned