



PROGRAM DEAN

Job Description

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: L.E.A.D.(s), Camp Director, Program Director

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

- Assist in teaching program staff their responsibilities during staff training.
- Supervise program staff and oversee their performance in accordance with job description, and interpersonal relationships.
- Work alongside program staff in various departments as assigned.
- Work with Program Director to mobilize program staff for various set-up/tear-down and facilitation needs.
- Follow & enforce all staff rules and regulations (The Law/Child Protection Plan/Social Media Policy) and work with L.E.A.D.(s) and Camp Director to implement consequences when appropriate.
- Implement, attend and help lead a regular Program Staff Bible study/meeting in conjunction with Program Director
- Advise, encourage, and pray with and for the program Staff.
- Spend time with each program staff member in your group to encourage and hold them accountable.
- Formally evaluate Program Staff in your group at least once during the season.
- Enforce curfew every night.
- Make sure the Program Staff are in their cabins at night, and spend time/participate in devotions with them.
- Frequently check to make sure Program Staff are having personal devotions.
- Assist and work with the Program Director on daily basis.

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SPECIFIC RESPONSIBILITIES *(continued)*

- Plan, implement, & attend Program Staff encouragement times (evening parties, outings, etc.) subject to approval of the Director.
- Participate in the program schedule and make sure Program Staff are interacting with the campers and involved with the program throughout the day.
- 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.).
- Other responsibilities may be assigned as required, and some responsibilities may be reassigned