



JOB DESCRIPTION OF PROGRAM DIRECTOR (2022)

- The Program Director works alongside his/her program team, and reports to the Executive Director. This is a summer seasonal position that begins on April 25 or May 2, 2022. They must be available to work May 20-23, 2022 (Staff Training Part One).

QUALIFICATIONS:

- The Program Director must be spiritually mature. They act as both a spiritual model as well as a leader among the camp staff. Ideally, they should be at least 21 years old, have some Bible College Training, and experience working at The Quest (or other Bible camp).
- Working at the Quest requires a missional heart. The Program Director should love camp, love children, and have a heart for sharing the Love of Jesus.
- They must be highly organized and motivated. They should be able to work without supervision, while being committed to The Quest Team.
- They must be knowledgeable in all forms of recreational activities that The Quest offers, and be able to teach, or resource appropriate training and conduct of each skill. They will be in charge of all aspects of programming, and able to know how to lead and to delegate.
- The Program oversees the design and implementation, including registration, supervisions, organising speakers, etc. In addition to this, they may be asked to work in other areas of the camp as needed (ie, doing dishes, writing reports, etc).
- The Program Director will be required to write the updated Staff Manual.
- The Program Director supervises all of the program team (Assistant Program Director, Team/Cabin Leaders, and LITs).
- The Program Director will be required to lead most staff meetings, some devotions, and weekly debriefings with the staff. They will organise all of Staff Training.
- The Program Director determines the camp scheduling for the various weeks.
- Saskatchewan Class 5 licence (or equivalent) an asset.

EXPECTATIONS AND RESPONSIBILITIES

- Adhere to the The Manual of The Quest, and sign and adhere to the Staff expectations of The Quest. Misuse of cell phones will not be tolerated.
- Adhere to all COVID governmental restrictions and protocol, while enforcing it among the staff and campers.
- Adhere to all safety protocol and enforce it among the staff and campers.
- Treat all communications of a confidential nature as such
- They may be required to mentor.
- Arrange for regular weekly (and daily) checks on equipment
- Be familiar with the protocols and requirements put out by Saskatchewan Camping Association.
- Must not post negative comments on social media about The Quest or any of its staff, supporting churches, campers, and constituents. Instead, he/she should contribute to The Quest and its community in a positive manner.

NOTE: This position is subject to approval of funding from Canada Summer Jobs.