



## ***Summer Camp Director Position Description***

For over 20 years **Hartford City Mission** (HCM) programs have met the needs of underserved North Hartford families and children through Biblically-Based character development, academic support, and building connections with families, schools, and local churches to create a successful life path for youth growing up in a culture of generational poverty

The ministry includes three after-school program sites for children in grades 1-8, a summer day camp for elementary school students, a weekly in-school program, a high school Young Life outreach, a youth employment initiative, and parent empowerment meetings. HCM also sponsors community-building initiatives whenever possible.

### **Summer Camp Director Position Summary**

The Summer Camp Director is responsible for directing HCM's core children Summer program. This includes program design and direction, management of all program staff, curriculum, volunteer management, outcome measures, and quality assurance of all aspects of Summer Camp operations. This is a seasonal hourly position. The Summer Camp Director reports directly to the Director of Operations and collaborates with peer leaders on HCM's staff.

### **Summer Camp Director Responsibilities**

- Oversee ministry initiatives, programming, and staff
- Along with the Director of Operations, recruit, hire, and train Summer staff
- Oversee camp volunteers.
- Ensure continual growth and quality of camp and camp staff via regular observations, and through a staff development and evaluation protocol.
- Require Camp Teachers to provide program, volunteer, and student data for progress evaluation.
- Manage Camp standardizes program content including bible-based character development curriculum, Reading, STEM, Arts & Craft, performing arts class and more activities.
- Provide Director of Operations with program reports including but not limited to student and volunteer attendance, staff updates, budget requests, event updates, and other pertinent information..
- Manage HCM Camp binder being sure all children, staff and parent information is filed correctly for state audit.
- Maintain camp Partnership with CRT & Our Piece of the Pie.

### **Qualifications**

- Genuine and growing faith relationship with God through Jesus Christ
- Experience in a supervisory capacity of professional staff
- Be a strong mature Christian
- Strong recordkeeping and computer skills

### **Licenses /certifications**

- Must have a valid Connecticut driver's license and have access to a privately maintained vehicle.
- CPR/First Aid

P.O. Box 320397, Hartford, CT 06132, Phone (860) 246 - 0132, [HartfordCityMission.org](http://HartfordCityMission.org)

