

MERCERSBURG

Mercersburg Academy Summer Programs

300 East Seminary Street
Mercersburg, PA 17236

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Web: www.mercersburgsummer.com



POSITION DESCRIPTION

Position:	Mercersburg Adventure Camp Program Director
Tentative Dates:	June 12 – July 29, 2017
Salary:	Based on Education and Experience (Room and Board Included)
Direct Supervisor:	Assistant Director of Summer and Extended Programs

Mercersburg Summer Programs is seeking a highly motivated, enthusiastic and dynamic leader to direct Mercersburg Adventure Camp (MAC). This position will provide leadership in all aspects of planning and operations for the program. The Director will be charged with working with the Assistant Director of Summer Programs in the creation and implementation of a plan for MAC.

GENERAL RESPONSIBILITIES INCLUDE (but not limited to):

- Assist the Assistant Director of Summer and Extended Programs in directing the strategic planning, development, and implementation of the summer program
- Assist with recruitment and advertising of MAC when asked
- Assist with the development and implantation of all camp enrichments, outdoors and other activities
- Develop, lead and oversee in the day-to-day operation of the program, including coordination of scheduling, trips, staff issues, and participant issues
- Coordinate scheduling of classrooms, building and field usage and transportation needs with Assistant Director of Summer Programs
- Procure funds for activities and in keeping track of disbursement of funds
 - Submit all appropriate documents and receipts in a timely and responsible fashion
 - Obtain permission for any significant expenditures
- Act as the direct supervisor for all MAC staff
- Train and mentor MAC counselors and specialists
- Oversee the evaluation of program staff
- Other duties as assigned

QUALIFICATIONS FOR IDEAL CAMP DIRECTOR

- Prior camp leadership experience or other management position
- 2-3 years of summer camp experience as a counselor or in another role
- Great attitude and ability to work with children in building self-esteem and self-confidence
- Ingenuity and Inventiveness, capable of thinking on one's feet and adapting to changes in scheduling
- Maturity of judgment and character
- Capability of handling multiple responsibilities as a counselor and activity leader
- Comfortable driving a 9 passenger van with camp participants
- Lifeguard and First Aid certified by the American Red Cross

REQUIREMENTS

- 21 years old, or older
- CPR Certification by American Heart Association or American Red Cross
- Valid US Drivers License
- Clean Driving History
- Clean background clearances

TO APPLY

- E-mail cover letter/letter of interest to Coleman Weibley at weibleyc@mercersburg.edu.