

**CAMP KOINONIA**  
**Family Camp**  
**Program Director and Assistant Program Director**

**Family Camp:** Family Camp is a Catholic retreat for families to attend together. The goal of for families to deepen their connection to each other and their faith, in a relaxed, supportive and fun environment. It runs Sunday - Friday, and includes daily morning prayer, morning groups, and daily Mass.

**Program Director Job Description:**

**Supervise Teen Staff & Assistant Program Directors**

- Saturday check in: Greet teen staff families, one-on-one check in with each teen staff at beginning of week to see where they can best serve camp, assign teens to family and morning groups
- Monitor free time and camp wide events to ensure that teen staff are integrating with other staff and serving their family
- Responsible for the whereabouts of teen staff at all time
- Mid-week 1:1 teen staff supervision/feedback - "Glow and Grow"
- Mentor Assistant Program Directors, role model effective leadership and communication
- Facilitate Reconciliation Day affirmations
- Plan fun activities for teens Thursday night, with 1:30 am bedtime for all

**Implement Daily schedule of events:**

- Ring Bell 5 min prior to all events
- Count to make sure that every person is present at each event
- If a person is missing - find out their whereabouts and ensure that they are okay
- Review schedule of events at each meal/announcements after Mass
- Question Box at meals - in timely fashion
- Keep staff meetings timely & on topic
- Keep daily schedule and keep activities moving

**Report to and work with Spiritual Directors**

- Support the spiritual program by keeping events timely
- Be a good role model to Campers and Staff by engaging in the Catholic spiritual program, when possible
- Work together with Spiritual Directors to address Camper and/or Teen staff concerns or problems

**Create the best possible experience for each family**

- Review rules and procedures at beginning of Camp
- Have each family sign off on policies
- Check in with parents on the first day, and throughout the week
- Ensure that teen staff are attending to family's needs, redirect teen staff when needed.
- Be flexible with programming in relationship to Campers' needs.

### **Prerequisites for Program Director**

- At least 18 years old
- Experience as Assistant Program Director at Camp Koinonia
- Skills: Strong communication skills, leadership experience, positive role model, organizational skills, time management.
- Training - completes CASE Training & participates in Program Staff trainings

**Interviews** will take place on January 5 or 6th in Rochester NY (TBA), (Skype interviews may be arranged, if needed. Please contact [Colleen Morris O'Reilly](#) to arrange.)

### **Training Dates:**

Online Discussion Board Trainings February - June 2018  
June 8-10th, 2018 at Camp Koinonia

## **Assistant Program Director Job Description**

### **Assist in Supervising Teen Staff**

- Report to Program Director and Spiritual Directors
- Assist Program Director in supervising Teen staff, as directed by the Program Director
- Assist with Saturday check in: Greet teen staff families, one-on-one check in with each teen staff at beginning of week to see where they can best serve camp, assigning teens to family and morning groups
- Assist in monitoring free time and camp wide events to ensure that teen staff are integrating with the families and that all families are attended
- Assist in knowing the whereabouts of teen staff at all time
- Assist in Program Director's mid-week 1:1 teen staff supervision/feedback
- Mentor teen staff - role model effective leadership and communication
- Assist Program Director to facilitate Reconciliation Day affirmations
- Assist in planning fun activities for teens Thursday night, with 1:30 am bedtime for all
- **Stay in same-gender teen staff cabin to provide night-time supervision**

### **Assist in Implementing Daily schedule of events:**

- Count to make sure that every person is present at each event
- If a person is missing - find out their whereabouts and ensure that they are okay
- Review schedule of events at each meal/announcements after Mass
- Assist in Question Box at meals - in timely fashion
- Support Program Director in keeping staff meetings timely and on topic

### **Report to and work with Spiritual Directors**

- Support the spiritual program by helping to keep events timely
- Be a good role model to Campers and Staff by engaging in the Catholic spiritual program, when possible
- Report Camper and/or Teen staff concerns or problems to the Program Director and Spiritual Directors. If appropriate, assist in resolving these problems.

### **Create the best possible experience for each family**

- Support and follow the rules and procedures of Camp
- Assist in having each family sign off on policies
- Check in with parents regularly
- Ensure that teen staff are attending to family's needs, redirect teen staff when needed.
- Be flexible with programming in relationship to Campers' needs.

### **Prerequisites for Assistant Program Director**

- At least 18 years old
- 2 years experience as a Camp Koinonia Teen staff, preferred
- Skills: Strong communication skills, leadership experience, positive role model, organizational skills, time management.
- Training: Completes CASE Training & participates in Program Staff trainings

**Interviews** will take place on January 5 or 6th in Rochester NY (TBA), (Skype interviews may be arranged, if needed. Please contact [Colleen Morris O'Reilly](#) to arrange.)

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