

Director Week Walk Through

The Director's job is one of the most rewarding jobs that Mountain T.O.P. has to offer. This person will work with Ministry Coordinators (MCs) and Managers for both field and program operations. This person will have a greater amount of exposure to the adult participants and can manage their relationships with the rest of the in-camp community and the service area as they feel led. The most important relationships the Director will have are the ones with his/her staff. Through all the logistical and operational tasks the Director is responsible for, the spiritual growth and development of leadership/management skills of his/her staff will be perennial. Together, the team of Directors is responsible for building the culture of the entire staff. The following should give you an idea of what a typical week for a Director looks like with a brief explanation of each job function.

Every Wednesday morning, the Directors will gather with the Senior Program Manager for a meeting to discuss camp week operations, staff updates, and community building. This meeting is designed to build the relationships between this group and ensure that program feedback is dispersed to all teams.

❖ Pre-Camp

- ☒ Wednesday – Friday - Prepare for campers arrival and staff bonding
 - Work with Service Project and Day Camp Manager to ensure field operations are prepared
 - Work with Program Manager (PM) to ensure programming is making progress and staff is prepared for Sunday Process
 - Supplement work and ideas with management where needed
 - Help brainstorm program ideas and prepare program materials
 - Help with material needs – acquiring, delivering, etc.
 - Help with project confirmations and first visiting
 - Help with any Day Camp preparation
 - Call church Contact People to confirm details and logistics for the following camp week. This information will inform cabin assignments, vehicle numbers for Service Project and Day Camp, and special circumstances that affect Major Group division.
 - Communicate with Kitchen and Food Service Manager to ensure their preparedness for your camp week
 - Practice speeches
 - Responsible for nightly staff worship – outsource if necessary but this is your chance to really shape and mold your staff spiritually
 - Check-in daily with all staff on how they are doing and where they may need help

- Communicate daily with Support Staff about staff preparedness, joys, and concerns.
 - Search and decide on a church for the following Sunday so that the church can announce your intentions to attend their service the Sunday before you come
 - Coordinate planning of Rest and Relaxation with staff
- ☒ Saturday – Finalize preparations for campers
- Ensure SPM has a plan for any final confirmations or deliveries – help if able
 - Ensure PM has a game plan for weeks programming – help if able
 - Work with sister staff director to take over the camp store and canteen, and all facilities are ready to be turned over for your camp week
 - HAVE FUN – staff goes on Rest and Relaxation that evening when all necessary preparations are complete, staff worship not mandatory but always encouraged
- ❖ **Camp Week**
- ☒ Sunday – campers arrival
- Make campers feel welcome - get to know campers and do everything you can to provide a Christian community atmosphere
 - Help with registration and meet contact people
 - Host Adult Meeting and give Orientation speech - set the tone with the community by giving expectations and overview of the week
 - Oversee Manager speeches and Major Group breakdown to provide feedback
 - Give Sunday Worship message
 - Check-in with staff regularly to ensure their well-being
 - Have a leadership team meeting during Bed Prep.
 - Have a staff meeting address any joys and concerns of the day, let PM and SPM do whatever they need to be prepared for Monday
- ☒ Monday – Friday
- Be at dining hall early to be available to adults
 - Oversee camp store sales and inventory
 - Deliver all mealtime announcements, host Adult Huddle to gather feedback, host Prospective Staff Meeting for campers interested in serving on staff in the future, participate in evening programming (including leading sharing and giving the Friday night message)
 - Communicate and collaborate with Contact People and other key adults about camper sickness, incidents, or disciplinary situations. Involve Support Staff as needed. This may include hosting guests in the infirmary, taking or coordinating a camper's visit to the

hospital/clinic, or enforcing disciplinary action for inappropriate behavior.

- Work with PM to cover in-camp communication and pass messages along as necessary
- Help Sister staff in whatever way possible

❖ **Post Camp**

☒ **Saturday**

- Work with SPM and help to ensure project follow-ups are completed, field budget is met, and partnerships are collected
- Finish all end-of-week paperwork
- Perform Collaborative Reviews with Managers and lead a staff-wide discussion debriefing camper evaluations and creating a Plan-o-Action.
- Help Sister staff
- HAVE FUN – staff goes on Rest and Relaxation that evening when all necessary details are complete

☒ **Sunday**

- Staff will go to church collectively
- All paperwork must be turned in before church
- Your break will begin Sunday after church and last until Wednesday at 9:00 am