

## Program Manager Week Walk Through

The Program Manager (PM) will work with the Ministry Coordinators (MCs) to plan the programming in a Mountain T.O.P. camp. This person will have less exposure to the outside community but certainly makes up for it with their great amount of exposure to the participants in camp. Being responsible for ensuring that participants understand the why of what they are doing during the day can be very rewarding. The PM will work very closely with the Director of the camp to run critical camp communications. The PM reports directly to the Director of the camp on a regular basis. The Support staff Program team may be utilized as a resource when needed. The director may or may not have their hands directly in the programming but is still ultimately responsible for the successful programming for the week. The following should give you an idea of what a typical week for a PM looks like with a brief explanation of each job function.

### ❖ Pre-Camp

- ☒ Wednesday – Friday - Prepare for campers arrival, Brainstorm program ideas, prepare for/ practice Sunday Process activities, and staff bonding
  - Oversee Major Group Division
  - Prepare worship supplies
  - Help Sister staff field phone calls and prepare for nightly worships
  - Manage Program supplies
  - Work with MCs to plan weekly programming events
    - Coordinate the development of creative worship ideas
    - Coordinate the development of nightly games and activities
    - Assign roles to the worship parts and nightly activities
    - Practice and coordinate the practicing of group discussion facilitation
  
- ☒ Saturday – Finalize preparations for campers
  - Specifically practice Sunday process activities
  - Help sister staff end their camp week successfully
  - Ensure camp facility is prepared
    - Bathrooms, sleeping quarters, Dining hall, common areas clean
  - HAVE FUN – staff goes on Rest and Relaxation that evening when all necessary preparations are complete

### ❖ Camp Week

- ☒ Sunday – campers arrival
  - Make campers feel welcome - get to know them and do everything you can to provide a Christian Community atmosphere
  - Facilitate games and activities throughout the day
  - Give Program Manager Speech

- Ensure preparedness for Monday's program activities

☒ Monday – Friday

- Responsible for daily schedule
- Work with Director on checking camp cleanliness
- Facilitation of nightly worship
  - Set-up and tear down
  - Preparedness of people with parts
  - Acquisition of materials needed for evening programming - Communion elements, candles, sheets, crosses, game/activity materials etc.
  - Coordination of guests involved with programming – musicians, pastors, speakers etc.
- Work with Director to cover in camp communication
  - Pass messages to MCs, SPM, DCM and Director
  - Coordinate Youth Renewal Group (YRG-work team) needs – ie need more paint or wood or nails etc
  - Coordinate finding new projects in the event of a project getting done early or falling through
  - Help with paperwork data entry
- Help Sister staff in whatever way possible

❖ **Post Camp**

☒ Saturday

- Ensure paperwork is complete and ready to hand over to the Director
- Help with entry of data for MCs, DCM, SPM, and Director
- Perform individual and staff evaluations – review and compose Plan of Action
- Help Sister staff if needed with whatever they need help with
- 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 done and handed to Director
- Your break will begin Sunday afternoon and last until Wednesday at 9:00am