

Mt. Gilead Camp and Conference Center
Division Director Job Description

Reports to: Summer Director

Responsibilities:

General:

1. Cares for the physical, spiritual, and emotional needs of Counselors and campers under her care.
2. Cooperates with other staff members.
3. Broadens the campers' interests in spiritual, physical, and emotional areas.
4. Encourages growth in spiritual life.
5. Completes records and reports as requested.
6. Positively represents Christ and Mount Gilead in interactions with parents and visitors.
7. Performs miscellaneous duties as assigned.

Specific

1. Supervises activities of the division and plans and coordinates with Counselors and other Division Directors.
2. Coordinates the divisional program with the total camp program.
3. Helps plan all-camp programs with committees, Activity Coordinator, and other staff members. Meets with the staff members to complete the activity plans.
4. Counsels and works with the Counselors within the division on a personal level.
5. Is responsible for planning and conducting divisional staff meetings and prayer times.
6. Is responsible for possibility of two all-staff Bible studies.
7. Is responsible for planning two Sunday evening Vespers programs with Counselors.
8. Communicates needs and problems of the division to the Director and Assistant Director. Communicates information from the Director to the division Counselors.
9. Takes responsibility for any areas assigned during the summer.

Desired qualities:

General:

Understanding of the aims and philosophy of Mt. Gilead
Love for girls and adults
Ability to get along with others
Spiritual and emotional maturity
Willingness to serve and perform tasks other than those assigned

Specific:

Knowledge of group and individual psychology and leadership
Executive and organizational ability