

# Programmer

## Job Description



### Goal

- Help build and enforce the camp's framework- including games, worship, sports, etc.
- Keep camp on schedule
- You are the Face and Voice of camp

### Pre-camp Responsibilities

- Conference calls with leadership to establish expectations and explain flow of camp
- Work with Director of Staffing on programming personnel's paperwork, and staff housing
- Collaborate with Camp Director and other leadership on the camp schedule rough draft- games, activities, worship, etc.
- Communicate with camp director to develop purchase list
- Communicate with CTB for special needs and hotspots to be aware of in regards to setup
- Review leadership diagram

### Camp Responsibilities

- Arrive at camp no later than 3:00pm the day before camp
- Attend and lead evening and morning meetings indicating hot spots and special needs for the day
- Address all staff on importance of their role
- Communicate to speaker, worship leaders to set up skits
- Meet with leadership to review day and talk through Saturday's schedule
- Be present at the staff devotional in the morning
- Check that CTB has everything ready for the afternoon's events
- Make sure camp is clean before departure
- YOU ARE THE FACE AND VOICE OF CAMP

### Post Camp Responsibilities

- Coordinate break down and clean up of all Camp
- Make sure all equipment is returned to proper location
- Debrief with camp director and executive director to evaluate camp improvements- staff evaluation