BLACK ROCK CHURCH
JOB DESCRIPTION

JOB TITLE: Summer Adventure Camp Director

JOB DESCRIPTION START DATE: November 2026

JOB REPORTS TO: Kids Ministry Director

JOB CLASSIFICATION: Full-Time_____ Part-Time __X (seasonal)__ Volunteer _____ Temporary _____

HOURS: Seasonal hours range from approximately 5 per week during early planning to 20 in May and 40 during camp, late June through mid-August.

THE JOB: The Summer Adventure Camp Director leads the planning and operation of Black Rock Church's six-week Christian day camp for children and students in grades 1–9, creating a safe, welcoming, and engaging experience that helps campers grow in their relationship with Jesus. In partnership with the Kids Ministry Director, the Camp Director oversees Bible teaching and activities, recruits and leads staff and volunteers, supervises the registrar, coordinates logistics, and manages the approved budget. This role requires initiative, sound judgment, and dependable follow-through from advance planning through camp closeout.

WHAT WE'RE LOOKING FOR:

- A growing relationship with Jesus and a passion for children, families, and the church.
- Experience leading camp or ministry programs for elementary and teenage campers and supervising staff or volunteer teams.
- An approachable, energetic leader who recruits, equips, encourages, and develops staff and volunteers.
- Strong planning, communication, organization, and budget-management skills.
- Confidence in guiding Bible-based programming and helping staff model Christian character.
- Sound judgment and the ability to respond calmly to camper needs, staffing challenges, and unexpected situations.
- Proficiency with Google Workspace and the ability to learn registration and ministry systems.
- Availability for advance planning, required training, and daily leadership throughout the six-week camp season.
- Agreement with Black Rock Church's Statement of Faith and commitment to living out its Lifestyle Statement.

THE WORK YOU'LL DO:

Advance Planning and Preparation

- Establish the camp planning calendar, deadlines, staffing needs, daily schedules, and operating procedures with the Kids Ministry Director.
- Plan age-appropriate themes, activities, games, trips, and special experiences; arrange approved bookings, transportation, facilities, supplies, and equipment.
- Coordinate camp promotion with church communications staff and prepare registration information with the registrar before registration opens.
- Prepare and manage the approved budget, track commitments and spending, and coordinate purchases and financial records with Finance.

Christian Programming and Team Leadership

- Plan and oversee Bible teaching, worship, prayer, and small-group conversations that clearly communicate Christian faith in age-appropriate ways.
- Coordinate curriculum and teaching resources with assigned ministry staff; ensure lessons, activities, supplies, and leader instructions are prepared before camp begins.
- Recruit, interview, and recommend staff; coordinate hiring, screening, and onboarding with the Director, HR, and appropriate ministry staff.
- Train staff and volunteers in their assignments, camper care, behavior support, safety procedures, and leading children spiritually.
- Prepare staff schedules and coverage plans, develop team leaders, and provide ongoing coaching, encouragement, and prayer.

Registration, Families, and Camp Operations

- Supervise the registrar, who manages registration, enrollment records, routine parent communication, and questions and concerns; address matters requiring camp leadership.
- Work with the registrar to prepare camper groups, rosters, family information, and records of allergies, medical needs, and authorized pickup arrangements.
- Oversee daily camp operations, including team briefings, activity transitions, trips, camper supervision, arrival, dismissal, setup, and cleanup.
- Coordinate with designated health and safety staff on camper needs, emergency readiness, and incident response; reinforce child protection and supervision procedures.
- Confirm applicable safety requirements, approvals, staff training, and required records with church leadership and designated staff before camp opens.
- Respond to significant parent concerns, behavior challenges, and staffing issues; promptly communicate incidents and decisions to the Kids Ministry Director.

Evaluation and Closeout

- Provide regular progress updates, identify gaps early, and follow through on agreed priorities.
- Gather family and staff feedback, complete financial and operational closeout, organize supplies, and update procedures and recommendations for the following year.
- Attend scheduled meetings and training and complete related duties within approved seasonal hours and priorities.

WORK SCHEDULE:

This is an on-site seasonal position, including off-site camp activities and trips. The anticipated commitment is:

- **November–December:** Approximately 5 hours per week for initial planning, budget development, key bookings, and preparation for registration.
- **January–April:** Approximately 5–10 hours per week for registration launch, recruitment, programming, and bookings, according to an agreed seasonal schedule.
- **May:** Approximately 20 hours per week for staffing, training preparation, detailed programming, supplies, and logistics.
- **Camp season — late June through mid-August:** Approximately 40 hours per week, including daily on-site leadership, staff briefings, setup, dismissal, and follow-up. Availability throughout all six scheduled camp weeks is required.
- **After camp:** Scheduled hours for evaluation, cleanup, records, and financial closeout.

The Kids Ministry Director establishes the seasonal schedule and approves changes. All preparation, communication, meetings, training, and camp responsibilities are included within scheduled hours. Consistent availability throughout camp and required preparation and training dates is essential.

Duties include active supervision of children, movement between indoor and outdoor spaces, activity participation, and setup and cleanup. Ability to lift/move up to 25 lbs for setup and cleanup. Essential duties may be performed with or without reasonable accommodation.

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.

THE BIGGER TEAM YOU'LL JOIN:
Black Rock Church is one of the largest churches in New England and has a dynamic 170-year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.

I have reviewed my job description and agree with it as of today: _____
Date

_____ _____
Employee Kids Ministry Director — Susan Beniston