



## Seasonal **Staff Development Director** Job Description

Reports to: *Executive Director and Director of Operations*

### Position Purpose

To further the mission of the camp through training counselors in camper care, program teaching, and application of Christian Science. Deliver the Counselor-In-Training course: teach daily CIT classes, provide frequent individualized feedback and mentoring, teach an exemplary main camp activity most days, complete CIT observations and evaluations, and provide end-of-course oral and written evaluations. Oversee ongoing professional development for Junior Counselors and first-time Senior Counselors, and encourage the professional development of all staff. Act as a member of the Leadership Team, supporting the Program Directors with additional management duties. Assist in the management of the overall camp operation at the direction of the Camp Director.

### Essential Job Functions

1. Practice Christian Science
  - Let your light shine! Campers and staff treasure your unique example as a practicing Christian Scientist.
  - Pray daily for yourself, your cabin, and the camp.
  - Follow the Golden Rule.
  - You are a role model to all staff at camp: be a good example at all times.
  - Keep the mental environment unpolluted! Conversation should be uplifting, supportive, tasteful.
2. Oversee and Deliver Counselor Training
  - Co-Lead the CIT course for approximately 12-24 total counselors: create lesson plans, teach daily class sessions, conduct CIT evaluations, and mentor CITS in their growth as counselors
  - Provide ongoing training and support to Junior and First-Time Senior Counselors: observe an activity within their first two weeks and provide written and oral feedback; schedule an individual meeting with each JRC and first-time SRC at the end of every session to provide feedback from end-of-session evals, discuss cabin placement, and to set and support growth goals; provide an end-of-summer evaluation for each JRC and first-time SRC
  - Be responsible for continuous learning for all staff by providing resources and support as needed
3. Be an active, engaged, and supportive presence within Boys/Girls Camp
  - Teach an activity per day (whenever possible) and introduce creative, fun, engaging approaches
  - Join individual cabins for morning clean-up, quiet time (as needed), bedtime routine, and nightly cabin staff meeting
4. Act as a sounding board and advocate for all staff and a liason across camp.
5. Facilitate Pre-Camp Training
  - Schedule and lead pre-camp training sessions
  - Support PDs in creating and communicating daily schedules to all counselors



# Cedars Camps

6. Manage overall staff evaluation process, in conjunction with the Director of Operations
  - Create end-of-session evaluations for all staff to complete, email to staff, follow-up to collect missing evaluations, and distribute completed evaluations to Program Directors (Main Camp, CIP, JL, Crew, Specialty Programs) in a timely fashion so that staff may receive feedback prior to the start of the next session
  - Create end-of-summer evaluation spreadsheets for each Program Director, and follow up to ensure that evaluations are completed for each staff within a week of their departure after their final session at camp. All evaluations must be completed prior to collecting one's final paycheck.
  - Write end-of-summer evaluations for all CITs, JCs, and first-time SRCs.
  - Manage Staff Awards (nominations, tabulations, announcement, etc.)
7. Assist Program Directors with the following:
  - Cabin Staffing assignments
  - Day Off and Night Off Schedules
  - Staff and Activity Schedules
  - Session transitions
  - Evening activities and special events (some of which the SDD will oversee and run directly)
8. Assist in the management and care of the physical facilities and equipment in all program areas.
  - Oversee regular checks of area and equipment for safety, cleanliness, and good repair.
  - Ensure that program areas are kept free of hazards and debris.

## Other Job Duties

- ◇ Serve as a member of the Staff Leadership Team (with the Program Directors of Main Camp)
- ◇ Attend Directors meetings 2-3 times each week
- ◇ Lead (or actively assist) one of the outdoor adventure trips each session (Float, Fish, Cave, Pack) and overnight campout
- ◇ Write and present quality awards to CITs, JCs, and first-year SRCs

## Relationships

Staff Development Directors work closely with Program Directors, and supervise Counselors In Training. SDDs interact regularly with the executive team, kitchen staff, program specialists, office, and maintenance staff. The expectation is that all of these relationships will be harmonious, and that communication will be respectful and appropriate. Staff Development Directors may in some cases act as Camp Director and be placed in charge when the Director is absent.

## Qualifications

- ◇ Must be at least 21 years of age and a high school graduate.
- ◇ Has passed the CIT course
- ◇ Has served as a Senior Counselor
- ◇ Ability to interact with all age levels



**Cedars  
Camps**

## Knowledge, Skills, and Abilities

- ◇ Love of Christian Science
- ◇ Training and experience in teaching program to adults and children.
- ◇ Desire and ability to work with children outdoors.

## Physical Aspects of the Job

- ◇ Ability to communicate and work with all ages, and provide necessary instruction to campers and staff.
- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Ability to respond appropriately to situations requiring calm, spiritual thought. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.