



SITE DIRECTOR JOB DESCRIPTION

Position Summary

The Site Director is responsible for the overall operation of the site: supervising the staff and ensuring that everyone involved in SSP (campers, staff, counselors and our hosts) has a safe and spirit-filled experience.

Responsibilities

- Ensure that the overall operation of the site directly supports the mission statement of SSP.
- Oversee spiritual and construction programs.
- Supervise site staff.
- Coach staff members as needed.
- Meet with staff nightly and weekly.
- Facilitate a productive, safe, friendly and spiritual working environment for site staff.
- Organize weekly reception of campers/counselors
- Oversee the handling of medical and behavioral emergencies
- Deal with all counselors constructively and positively.
- Conduct staff/counselor meeting nightly (M-F)
- In all interactions with counselor and campers, be a positive embodiment of Sierra Service Project.
- Identify future potential staffers among campers and encourage them to consider working for SSP.
- Manage site finances (budgeting, bookkeeping). Operate to budget.
- Process paperwork relating to campers/counselors (medical forms, camper covenants, injury reports).
- Coordinate and participate in FREDS
- Visit worksites each week.
- Complete an end of summer report containing the following: short summary of all other summer reports, overview of the summer at the site, and evaluation of the site.

Required Skills & Knowledge

Previous SSP experience. Demonstrated history of working with remote supervision. Excellent interpersonal skills. Ability to model Christian values. Strong judgment and decision-making skills. Previous supervisory experience preferred. Ability to delegate. Ability to lead groups (both small and large). Ability to effectively interact with a variety of age groups. Must be team-oriented.

UNDERSTANDING THE ROLE OF SITE DIRECTOR

The Site Director, through his/her presence, actions and words, sets the tone and atmosphere for the entire site. The call of a site director is a multifaceted one that combines pastoral functions, community building skills, leadership gifts, and administrative duties. Thus, *how* the site director does something is just as important as *what* they do. The site director exercises both their spiritual and management authority in a manner that invites others into a deeper relationship with God through Christ while simultaneously accomplishing the mission and goals of the camp.

The concept of “building” lends structure to the role and person of the site director. He/she is responsible for the effective and efficient building that occurs in numerous ways at the site:

- Building relationships with God. The site director ensures that the overall operation of the site directly supports the mission statement of SSP.
- The site director ensures that the spiritual program, through its activities and experiences, invites campers and counselors to explore, articulate, and build their relationship with God in a manner that directly supports the summer’s theme.
- The site director ensures that the construction program is building up homes through acts of service which are accomplished in a safe, efficient, and effective manner.
- The site director ensures community is built because:
 - ◇ The cooks are preparing and serving sufficient amounts of nutritious food that encourages table fellowship.
 - ◇ The staff support and encourage each other in thought, word, and deed.
 - ◇ Amiable and constructive relationships are maintained with our host tribe and the local schools and towns in which we stay.
 - ◇ Campers and counselors reach out to those outside their own church group.

It is recognized and encouraged that each site director will develop their own personal style of leadership. Each site will possess its own unique flavor and color, reflecting the personalities and gifts of its staff and location. As God invites us into relationship in ways too numerous to list, so will each site director, and hence their site, create and craft their own special invitation to the campers and counselors who respond to SSP.

It is very important that the Site Director realize that he or she is the embodiment of Sierra Service Project to counselors and campers. The impression made by the Site Director will have either positive or negative implications for a church’s future involvement with and support for SSP. A positive experience will result in the church returning with more participants and making financial donations to SSP. A negative experience will have the opposite result.