

# Assistant Program Director



Thunderhead Episcopal Center in the Diocese of South Dakota was founded 'and set up with the principle in mind that in camping we come closer to nature, and thereby discover the mighty works of God. The camping experiences give young people the opportunity of living in Christian Community and help them discover for themselves who they are in relationship to God and each other.' Built on the foundation of daily prayer, silence, simplicity, and beauty, the Thunderhead Community works toward loving one another while engaging hearts and minds to look for God working in our everyday world.

**Position Summary:** The Assistant Program Director is responsible for assisting with the development, coordination, management and implementation of Thunderhead Episcopal Center's summer camp program which is the flagship formation ministry of the Diocese of South Dakota. The Assistant Program Director is responsible for the safety of all camp staff in the absence of the Program Director or the Canon for Formation. The Assistant Program Director should enjoy leading large groups of campers and be equipped to aid counselors in carrying out their duties. This person should be a good communicator and a good listener. The Assistant Program Director should be creative and energetic and be able to juggle multiple tasks at once while holding camper experience as a priority. The Assistant Program Director should be able to articulate a mature Christian faith consistent with the doctrine, worship, and discipline of The Episcopal Church.

**Reports to:** Canon for Formation under the daily supervision of—and coordination with—the Program Director

**Direct reports:** Counselors

## Essential Job Functions:

### Assist the Program Director

- † implement summer program together with Program Director and other camp staff
- † be present during program periods (and other periods as required) to provide direct support
- † creation and implementation of new program activities (as needed)
- † ensure program set up/take down in timely fashion
- † assist with weekly check-in and check-out policies
- † keep stock on program supplies (arts, crafts, etc.) and order more as necessary
- † take lead on planning and implementing evening camp activities
- † participate in daily camp worship
  - officiating, preaching, and other assistance according to order of ministry (lay, deacon, priest)
- † orient and liaise with weekly Visiting Chaplain(s)
- † orient and liaise with weekly Camp Grandparents (as needed)
- † assist with social media—capturing photos and videos of camp life and posting them to social media platforms

### **Supervise Counselors**

- † assign counselors to cabins based on registration numbers
- † coordinate with counselors to ensure they take daily personal time/rest period and provide coverage for counselors during that time
- † liaise with counselors and be willing to advocate for them as needed
- † assist counselors in cleaning cabins and other shared spaces
- † ensure counselors follow the Staff Covenant and all other rules/directives of camp

### **Assist Canon for Formation**

- † assist with staff training and assessment
- † be on-site liaison with Groundskeeper and Cook
- † support counselors in verbatim process

### **General Duties**

- † be willing to drive diocesan vehicles (as needed and subject to background check)
- † lead camp activities as needed, including sports, arts/crafts, games, devotions, etc
- † help set up for meals (as needed) and monitor campers during mealtimes in collaboration with counselors
- † support and contribute to a safe, clean environment for all guests and staff
- † be role model to campers and staff in attitude, behavior, and exercise of leadership
- † other duties as assigned by Program Director or Canon for Formation

### **Requirements:**

- † must be at least 21+ years old
- † experience leading programs to people of all ages, in small or large groups
- † experience supervising and managing staff/ability to provide guidance and coaching
- † vaccinated and boosted against the COVID-19 virus
- † excellent oral and written communication skills
- † maintain a positive attitude in complex situations after working long hours
- † be able to articulate an understanding of confidentiality
- † adjust quickly to changes with open mind and flexibility
- † recognize and response to emergency situations
- † commitment to the philosophy and teachings of The Episcopal Church
- † live onsite according to the Thunderhead Episcopal Center Rule of Life and Staff Covenant.
- † be present for entire season except during designated days off and vacation periods

### **Compensation and Time Off:**

The Assistant Program Director will receive a cash stipend of \$5,000 for the summer season, payable in two installments unless otherwise approved by the Canon for Finance and Property. The Assistant Program Director will also receive dedicated, private lodging and meals. If this position is offered in conjunction with a college/seminary internship, the Assistant Program Director will have bi-weekly (at least) supervision sessions with the Canon for Formation to assess learning/ministerial goals pertinent to the internships. Clergy from outside of the Diocese of South Dakota will be expected to furnish a letter of good standing from their Ordinary and will receive permission to officiate (PTO) in the Diocese of South Dakota during their time at camp. The Assistant Program Director will receive one twenty-four (24) hour period off per week, as well as other time noted in the schedule below.

## **2022 Summer Camp Season**

May 27-29, 2022	Work Weekend
May 31 <sup>st</sup> - June 4, 2022	Staff Training
June 5-11, 2022	11 <sup>th</sup> & 12 <sup>th</sup> Grade Camp
June 12-16, 2022	9 <sup>th</sup> & 10 <sup>th</sup> Grade Camp
June 17-22, 2022	Staff Retreat & Cross-Cultural Ministry Exploration
June 23-25, 2022	Niobrara Convocation in the Sisseton Episcopal Mission
June 30-July 3, 2022	All Camp Reunion
July 4-9, 2022	Mid-Season Break – staff may stay at camp or go elsewhere during this break period
July 10-16, 2022	7 <sup>th</sup> & 8 <sup>th</sup> Grade Camp
July 18-23, 2022	5 <sup>th</sup> & 6 <sup>th</sup> Grade Camp
July 24-27, 2022	Family Camp
July 27-31, 2022	Staff Assessment/Closing Retreat/Camp Winterization

## **Arrival and Departure**

The Assistant Program Director would be expected to arrive to camp in advance of the Work Weekend and would be welcome to leave anytime after July 31<sup>st</sup>. Arrival and departure dates are negotiable in advance.