



Job Posting for One Regular Full-Time Position Developer, WinShape Camps for Girls

With permanent office in Atlanta and summer assignment at Young Harris

Application Deadline: Friday, April 4, 2014, 5 p.m.

To apply: Provide a cover letter and resume outlining the following:

1. Qualifications to meet the requirements of the position.
2. Minimum salary requirements or minimum salary range.
3. Relatives, if any, currently employed with WinShape, Lifeshape, or IMPACT 360
4. Email to careers@winshape.org

Purpose: Create and cultivate relationships with campers, parents and summer staff for WinShape Camps for Girls. Provide leadership to the Sweet Life summer staff, and serve as the facilitator and a member of the Summer Director Team at Young Harris.

Responsibilities:

1. Assist the Camper Care Manager in the selection of summer personnel (counselors) and provide training support during the year to ensure the highest quality of character, compatibility and competencies.
2. Cultivate relationships with parents and nurture relationships with campers year round in the area of spiritual, emotional physical, social and character development.
3. Serve as the Summer Club Director at WinShape Camps for Girls at Young Harris. (job description attached)
4. Assist the Camper Care Manager in planning and executing training sessions in assigned area for Leadership Weekend, Club Leader Retreat, and Staff Training.
5. Coordinate the revision process of camper, parent, and summer staff communications pieces, including SubStrength curriculum, Staff Manual, Staff Handbook and Parent/Camper Handbook as it relates to WinShape Camps for Girls at Young Harris.
6. Plan and execute Preview Day in Young Harris, GA every spring.
7. Provide recommendations to the Camper Care Manager regarding related budget expenses and track expenditures to ensure fiscal responsibility.
8. Work with the Camper Care Manager to maintain accurate records to ensure camper capacity. Work with marketing manager to support marketing efforts and events.
9. Assume responsibility for all other duties as assigned by the Camper Care Manager.

Requirements:

- Bachelor's degree, preferably in a related field of study
- At least one summer of camp experience with WinShape Camps for Girls
- Demonstrated skill in:

- Written and verbal communication
- Strong organizational skills
- Event planning
- Strong leadership qualities and interpersonal relationship skills
- Relocate to Young Harris, GA from mid-May through July each year. Travel 10-20% out of Atlanta, GA during the remaining 9 months of the year
- Maintain regular office hours in the WinShape Camp office in Atlanta, GA
- An evangelical believer actively involved in a church and living out his/her faith on a daily basis; agrees with the camp's Statement of Faith and supports the vision, values and philosophy of the camp.

FLSA Status: Regular full-time; non-exempt

Employee signature: _____ **Date:** _____

Supervisor signature: _____ **Date:** _____

Summer Job Title: Summer Club Director

Supervisor: Camper Care Manager

Summary Description: To equip, coach and evaluate Sweet-life summer staff to ensure campers are positively impacted in an environment that facilitates spiritual growth in order to propel the purpose of WinShape Camps and protect the values.

List of Responsibilities:

- Lead the Summer Directors Team:
 - Facilitate weekly meetings (more as needed)
 - Share updates/news throughout the week
 - Provide feedback from Sweet-life
 - Foster positive communication amongst team and throughout camp
 - Communicate with the team twice in the Spring prior to camp
- Train, coach, lead, and evaluate the Club Leaders
 - Prepare and execute three training-specific conference calls throughout Spring
 - Meet daily at breakfast each week
 - Utilize daily/weekly task list
 - Evaluate performance and observe Club Corner and Off-Campus Activity:
 - (June) One Club Corner AND One Off-Campus Activity per Club per week
 - (July) One Club Corner OR Off-Campus Activity per Club per week
 - Obtain feedback from them throughout the summer related to camp
 - Offer guidance and support for summer staff and camper issues
 - Provide and collect Camper Decision cards each week
 - Utilize OAs to send letters home regarding decisions
 - Provide updates from the Summer Directors
- Communicate with parents/guardians
 - Review emails and phone messages and respond in a timely manner
 - Be present and available on SSS and CFA FFFD to host parents and handle issues
 - Empower the Club Leaders to check on campers for you in order to provide updates to parents

- Coordinate the execution of Performance Review in June and July
 - Complete performance reviews (two written and one verbal) for each Club Leader
 - Collect and review all counselor performance reviews
 - Return to Club Leaders for review with their counselors
 - Provide feedback and tips for one-on-one conversations
 - File ALL completed Performance Reviews in summer staff files
 - Collect from other Summer Directors and Club Leaders
- Execute Camper Evaluations each week
 - Organize the evaluation process by identifying and training Bonus Counselors to help, gathering equipment, and selecting Sweets within each Club
 - Process and distribute data received from evaluations to the Summer Directors each week
- Coordinate distribution and collection of camper-related documents and communications for each week, including:
 - Honor Codes and Postcards
 - Assist OA's to scan Incident Reports and Honor Code Violations to Salesforce
- Oversee the Sub Strength program
 - Monitor the supplies
 - Communicate weekly assignments to the Club Leaders
 - Provide training reminders as needed throughout the summer
 - Evaluate the execution of each Strength
- Monitor overall camp experience involving summer staff, parents, and campers
 - Provide tips and encouragement at SSS summer staff meeting
 - Share parent and camper feedback at CFA FFFD summer staff meeting
 - Provide reminders and evaluations from the past week's performance
 - Plan and execute Staff Socials throughout the summer (twice a month)
- Complete Sweet assignments for each week
 - Review any requests and siblings – be sure to split up
- Communicate regularly with the Healthcare On-Site Supervisor regarding medical needs, issues and expectations each week
- Coordinate summer staff check-in and check-out each week (curfew, cars, cell phones, computers, etc.)
- Partner with the Summer Operations Director to provide and collect needed information and materials for SSS and CFA FFFD (check-in and check-out of campers)
 - Confirm delivery and content of CL bins for SSS
 - Confirm delivery of Release forms to CL and collect after CFA FFFD
 - Verify distribution of meds and Lost & Found on CFA FFF