



## **JOB DESCRIPTION**

**POSITION TITLE:** Camp Director

**REPORTS TO:** SACK Executive Committee (SEC)

**JOB SUMMARY:** The Director oversees daily operations of program and ensures the health and safety of all persons in SACK. They guide each group's participation in curriculum, develop leadership skills in staff members and lead special programs and events. The Director must communicate effectively between parents, staff, and SACK Executive Committee (SEC). They are an unofficial liaison between SACK and the Chinese Congregational Church (CCC) as well as a role model for both campers and staff.

### **BASIC RESPONSIBILITIES:**

1. Oversee day-to-day operations of SACK.
2. Ensure a safe, clean environment for staff and campers.
3. Assist counselors with development of lesson plans, games, and activities.
4. Lead staff meetings before and after camp.
5. Develop counselors' leadership skills through encouragement, constructive feedback, training exercises, and performance reviews.
6. Delegate responsibilities and maintain discipline within SACK staff.
7. Address camper discipline issues escalated by Senior Counselors.
8. Lead special events such as Open House and SACK Sunday.
9. Communicate plans enthusiastically and clearly with staff, parents, and SEC.
10. Be a mentor and role model to junior staff members.
11. Provide feedback to the SEC for future SACK planning.

### **QUALIFICATIONS:**

1. Must be at least 21 years of age
2. Must have some teaching/day camp experience or be familiar with teaching pedagogy
3. Must be comfortable leading crafts, lessons, and songs as examples for staff
4. No religious training is required, but applicant must be willing to enthusiastically participate in Bible lessons, worship songs, etc. and interact positively with CCC church members.
5. Chinese-speaking is helpful but not essential

**HONORARIUM:** For 8 weeks' work, there is a total honorarium of \$2,800 (paid out bi-weekly). The applicant is expected to complete 1 week of preparatory work, 6 weeks of SACK program, and 1 week of final clean up, reports, etc.

### **Please direct questions to:**

SACK Executive Committee – Personnel Committee  
21 Walter U. Lum Place, San Francisco, CA 94108 / (415) 986-2578  
[SACKpersonnel@gmail.com](mailto:SACKpersonnel@gmail.com) / [www.sackdaycamp.com](http://www.sackdaycamp.com)



## **JOB DESCRIPTION**

**POSITION TITLE:** Senior Counselor

**REPORTS TO:** Camp Director

**JOB SUMMARY:** To ensure the health and safety of all staff and campers. Leads the planning of lessons, games, crafts, and other activities for their specific group. Enthusiastically leads such activities or empowers others to do so. Develops relationships with campers and helps them to have a safe, fun camp experience. Coordinates with Camp Director and other Senior Counselors to plan camp-wide activities. Addresses low-level discipline issues appropriately or escalates them to Camp Director.

### **BASIC RESPONSIBILITIES:**

1. Ensure the safety of all staff and campers – primarily in his/her own unit, but also in others.
2. Assist SACK Director in basic scheduling, special event planning, etc.
3. Lead the scheduling of lessons, games, crafts, and other activities.
4. Enthusiastically leads activities and/or empowers others to do so.
5. Assists in the development of their Junior Counselors and Volunteers. Provides them with constructive feedback, guidance, and encouragement.
6. Coordinates with Camp Director and other Senior Counselors to plan camp-wide activities
7. Leads group presentations during Open House
8. The Senior Counselor is the individual ultimately responsible for the well-being of their specific group.

### **MINIMUM QUALIFICATIONS:**

1. Must be at least 17 years of age
2. Enjoys interacting with children ages 6 to 13 years
3. Experience dealing with children or working in a camp setting
4. Able to delegate responsibilities and maintain discipline with children and teens
5. Chinese-speaking is helpful but not essential
6. Must attend mandatory two-day orientation and work a minimum of 5 weeks

**HONORARIUM:** Up to \$400 per two-week session, commensurate with experience.

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## **JOB DESCRIPTION**

**POSITION TITLE:** Junior Counselor

**REPORTS TO:** Group Senior Counselor

**JOB SUMMARY:** To ensure the health and safety of all staff and campers. Assist in the planning and leading of lessons, games, crafts, and other activities for their specific group. Develop relationships with campers and help them to have a safe, fun camp experience. Leads group in absence of Senior Counselor.

### **BASIC RESPONSIBILITIES:**

1. Ensure the safety of all staff and campers – primarily in his/her own unit, but also in others.
2. Assist in the scheduling of lessons, games, crafts, and other activities.
3. Enthusiastically leads activities or empowers others to do so.
4. Assists in the development of their group's Volunteers. Provides them with constructive feedback, guidance, and encouragement.
5. Leads group in absence of Senior Counselor.

### **QUALIFICATIONS:**

1. Must be entering at least 10<sup>th</sup> grade in the coming school year
2. Enjoys interacting with children ages 6 to 13 years
3. Experience dealing with children or in a camp setting
4. Able to delegate responsibilities and maintain discipline with children
5. Chinese-speaking is helpful but not essential
6. Must attend mandatory two-day orientation and work a minimum of 5 weeks

**HONORARIUM:** Up to \$320 per two-week session, commensurate with experience. Pay may be less and is dependent on available funding and total number of Junior Counselors.

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## **JOB DESCRIPTION**

**POSITION TITLE:** Volunteer

**REPORTS TO:** Group Senior Counselor, Junior Counselor

**JOB SUMMARY:** To ensure the health and safety of all staff and campers. To assist the Senior & Junior Counselor in planning and leading camp activities.

### **BASIC RESPONSIBILITIES:**

1. Ensure the safety of all staff and campers – primarily in his/her own unit, but also in others.
2. Assist in the scheduling of lessons, games, crafts, and other activities.
3. Enthusiastically leads activities or empowers others to do so.

### **QUALIFICATIONS:**

1. Must be entering at least 9<sup>th</sup> grade in the coming school year
2. Enjoys interacting with children ages 6 to 13 years
3. Chinese-speaking is helpful but not essential
5. Must attend mandatory two-day orientation and work a minimum of 4 weeks

**HONORARIUM:** This is a volunteer position only. All admission fees and transportation costs related to field trips are covered by SACK. There may be bonuses at end of the program.

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