



## **JOB DESCRIPTION**

**POSITION TITLE:** Camp Director - Virtual SACK

**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 virtual SACK and SACK Zoom meetings.
2. Ensure a safe environment for staff and campers.
3. Managing staff responsibilities
4. Assist counselors with development of games, videos and activities.
5. Lead staff meetings.
6. Develop counselors' leadership skills through encouragement, constructive feedback, training exercises, and performance reviews.
7. Delegate responsibilities and maintain discipline within SACK staff.
8. Address camper discipline issues escalated by Senior Counselors.
9. Lead special events such as SACK Sunday.
10. Communicate plans enthusiastically and clearly with staff, parents, and SEC.
11. Be a mentor and role model to junior staff members.
12. Provide written evaluation of the program 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 strategies
3. Must be comfortable leading crafts, lessons, and songs as examples for staff on a virtual platform (i.e. zoom, youtube, other social media).
4. Be familiar with video editing/story telling concepts
5. 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.

**HONORARIUM:** For 8 weeks' work, there is a honorarium of \$600. The applicant is expected to complete 2 week of preparatory work and 6 weeks of SACK program,



## **JOB DESCRIPTION**

**POSITION TITLE:** Senior Counselor - Virtual SACK

**REPORTS TO:** Camp Director

**JOB SUMMARY:** To ensure the health and safety of all staff and campers. Leads the planning and preparation of videos for youtube and activities for Zoom meetings (e.g. games, crafts, lessons, etc.). 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.
2. Assist SACK Director with special event planning, etc.
3. Leads the planning and preparation of videos for youtube and activities for Zoom meetings (e.g. games, crafts, lessons, etc.).
4. Coordinate and edits videos
5. Enthusiastically leads activities and/or empowers others to do so.
6. Assists in the development of their Junior Counselors and Volunteers. Provides them with constructive feedback, guidance, and encouragement.
7. The Senior Counselor is the individual ultimately responsible for the well-being of their specific group.

### **MINIMUM QUALIFICATIONS:**

1. Must be at least entering senior year of high school or 17 years old
2. Enjoys interacting with children ages 6 to 13 years
3. Experience dealing with children in an online setting
4. Able to delegate responsibilities and maintain discipline with children and teens
5. Be willing to be on camera for videos & zoom meetings
6. Must attend mandatory one-day, online orientation and work a minimum of 5 weeks

**HONORARIUM:** There is a honorarium of \$400.



## **JOB DESCRIPTION**

**POSITION TITLE:** JUNIOR COUNSELOR - Virtual SACK

**REPORTS TO:** Group Senior Counselor

**JOB SUMMARY:** To ensure the health and safety of all staff and campers. Helps Senior counselor with planning and preparation of videos for youtube and activities for Zoom meetings (e.g. games, crafts, lessons, etc.). Enthusiastically leads such activities or empowers others to do so. Develops relationships with campers and helps them to have a safe, fun camp experience.

### **BASIC RESPONSIBILITIES:**

1. Ensure the safety of all staff and campers.
2. Helps Senior counselor with planning and preparation of videos for youtube and activities for Zoom meetings (e.g. games, crafts, lessons, etc.)
3. Assist in editing videos
4. Enthusiastically leads activities or empowers others to do so.
5. Assists in the development of their group's Volunteers. Provides them with constructive feedback, guidance, and encouragement.
6. 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 in an online setting
4. Able to delegate responsibilities and maintain discipline with children
5. Be willing to be on camera for videos & zoom meetings
6. Must attend mandatory one-day, online orientation and work a minimum of 5 weeks

**HONORARIUM:** There is a honorarium of \$300



## **JOB DESCRIPTION**

- POSITION TITLE:** Volunteer - Virtual SACK
- REPORTS TO:** Group Senior Counselor, Junior Counselor
- JOB SUMMARY:** To ensure the health and safety of all staff and campers. Helps Senior and Junior counselors with planning and preparation of videos for youtube and activities for Zoom meetings (e.g. games, crafts, lessons, etc.).

### **BASIC RESPONSIBILITIES:**

1. Ensure the safety of all staff and campers
2. Helps Senior and Junior counselors with planning and preparation of videos for youtube and activities for Zoom meetings (e.g. games, crafts, lessons, etc.).
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. Be willing to be on camera for videos & zoom meetings
4. Must attend mandatory one-day, online orientation and work a minimum of 4 weeks

**HONORARIUM:** This is a volunteer position only. There may be bonuses at the end of the program.