

# Charis Summer Job Description



## Position: Co-Program Director

The Co-Program role helps manage the administrative and operational aspect of camp.

**Reports to:** Program Director

Staff Training: June 27-30, 2025  
Day Camp/Adventure Camp: July 1-4, 2025  
Redwood Camp: July 6-11, 2025  
Emberwood Camp: July 13-18, 2025  
Sprouts Camp: July 20-23, 2025  
Roots & Rings: Aug 4-9, 2025

*Responsibilities would include:*

1. Pre-Camp
  - Help parents with registration
  - Run Program for School Groups in June
  - May need to host meals on weekends
  - May need to assist with various on-site jobs that arise as approved by the Program Director/Director of Discipleship.
2. Staff Training
  - Participate in Planning Committee (includes: Director of Discipleship, Program Director, Co-Program Director, LIT Coordinators, Work Crew Coordinators, & Games Coordinator/Hospitality Coordinator)
  - Teach sessions as determined by the Planning Committee.
3. Scheduling
  - Activity Block Rotations
  - Staff Breaks (work in conjunction with Work Crew Coordinators)
4. Cabin Clean Up
  - Check Cabins
  - Plan Pool Party/Prize
5. Lost & Found
  - Set up & Communicate about Lost & Found Table during Final Chapel
  - Manage & Communicate Lost & Found to Parents after Camp using [program@chariscamp.com](mailto:program@chariscamp.com)
6. Oversees/Supports
  - Merch/Tuck Manager
  - Games Coordinator/Equipment Manager
  - Work Crew Coordinators

