ST. MARTIN DE PORRES CATHOLIC CHURCH

Us in the Son Director/Assistant Director: Job Description

Recognizing and responding to our mandate to "go to the whole world and proclaim the Good News to all creation" (Mark 15:16), a director for Us In The Son Day Camp at St. Martin de Porres will provide direction in the creation of a camp program for the community of St. Martin's to spread the love of Jesus and promote Catholic values.

Responsibilities include, but are not limited to:

Professionalism/Accountability:

- Conduct oneself as a moral person, community leader, and faithful citizen of Church and State, and act accordingly at all times.
- Observe regulations and rules of the Diocese of Orange and St. Martin de Porres Church.
- Be an example to the staff as a leader in spirituality and work related matters.

Attendance:

- Attend all staff meetings/training and planning sessions.
- Attend all work weeks.
- Attend all camp dates (Day Camp, Family Camp, Leadership Camp, and other Camp supported events).
- Arrive on time and ready to work.

Productivity:

- Complete all tasks assigned in a timely manner.
- Collaborate and cooperate with fellow staff members to complete projects/duties.
- Be sure the camp staff is completing duties assigned to them.
- Oversee all camp programs.

Responsibilities:

- Direct counselors in the daily tasks of camp
- Manage two performance evaluations for all counselors.
- Be the point person for parents, campers, and volunteers.
- Work with St. Martin's staff.
- Form a budget for the summer and work within the budget.
- Organize and input all camp registration and paperwork.
- Plan and organize all day camp, leadership camp, and family camp schedules.
- Legality of using pictures of children (internet, etc.).
- Accountability on the internet, out in public, etc.

Ministry/Spirituality:

- Keep an open mind and heart
- Provide spiritual opportunities for the counselors throughout the summer.
- Attend Sunday & Daily Mass during camp weeks.

Perform any other duties called on by the Pastor or Parish Director relating to the Us in the Son program.