

**Johnsonburg Camp & Retreat Center**  
822 Route 519 | Johnsonburg, NJ 07825 | 908.852.2349 | [www.campjburg.org](http://www.campjburg.org)

**Mission:** *Where all are welcome, where all may gather, and where all are invited to share: gracious hospitality, joyful Christian community, and the wonder of God's creation.*

**Job Title:** "Assistant to" the Associate Director of Programs or Summer Program Director

**Reports To:** Associate Director of Programs

**Status:**

**Revision:** April 4, 2024

**Responsibilities:**

- Plan, organize, and coordinate summer camp programs
- Assist with camper registration during Sunday registration
- Implement and evaluate fun, engaging, and developmentally appropriate programming for campers
- Assist with supplies to all- camp programs (e.g., night games, campfires, etc.)
- Provide support and guidance to staff
- Ongoing program evaluation

**Minimum Qualifications:**

- 21 years of age
- First Aid Certified (Wilderness First Responder Preferred)
- CPR/AED Certified
- Valid driver license

**Competencies**

- A firm and sustaining trust in the gracious love of Jesus Christ
- A strong leader committed to and experienced in the dynamics of team ministry
- A self-starter who takes initiative and is open to change and innovation
- A team- player who works well with others
- Strong communication skills
- Flexible and creative problem solver
- Experience with database driven systems such as camper registration software (eg-Campbrain) is highly desirable
- Valid Driver's license; Annual criminal and driving violation background checks

**Living and Benefits:**

- The Summer Program Director will live on site
- Get off Friday evening to Sunday at 11am (minimum of 24 hours total)
- Paid Biweekly

**Availability:**

- June 9- 22 (Orientation)
- June 23- August 9

**Brief Overview of the Organization:** *Camp Johnsonburg* is a Not for Profit Christian Residential Summer Camp in Northwestern New Jersey. Founded in 1959, *Camp Johnsonburg* now, more than ever, believes that kids need a week or more outside in God's creation.