



## MISSION STATEMENT

Beachmont Christian Ministries exist to proclaim the good news that Jesus Christ came into the world to give eternal life to all those who believe in Him.

**Position Title:** Extended Care Manager

**Type:** Part Time, Hourly

**Base Hours:** 20-25 hours per week

*\*Times may vary with the overall schedule of activities and needs.*

**Department:** Programs

**Reports To:** Program Manager

**Effective Dates:** Seasonally, Mid-June through end of August (11 weeks)

**Start Date:** June 10, 2024

### Purpose of the Role

The Extended Care Manager's role is to lead the extended care staff, supervise campers who attend the program, and communicate with parents in a God-honoring, self-sacrificing way.

### Strategic Principles

Every staff member at Beachmont is expected to:

- Support and contribute to the overall organization's mission to honor God, share His love, and serve others.
  - Carry out the organizational mission of Beachmont with a drive and passion.
  - Affirm and live out Beachmont Christian Ministries's statement of faith.
  - Demonstrate the attributes of Biblically-sound servant leadership.
  - Value the input we receive from our colleagues, seasonal staff, volunteers, and guests and use it to enhance our collective efforts and experience.
  - Actively enhance and promote the Staff Team mindset of continual improvement.
  - Have fun! We work in a great environment, on a beautiful campus, with terrific people!

### Key Responsibilities

- Provide supervision of the assigned campers at all times and during all activities.
- Ensure the correct staff/camper ratio is adhered to at all times.
- Communicate with extended care staff and direct them in tasks, chores, and needs.
- Manage staffing and address any issues regarding work performance.
- Maintain accurate records of sign-in, sign-out, snowball orders, and responsibly handle payments and all paperwork.
- Adhere to all Beachmont Christian Camp policies, procedures, emergency action plans, and COMAR requirements for a summer day camp.
- Manage camper behavior by enforcing clear rules and use a variety of positive behavior reinforcement strategies.
- Maintain cleanliness by wiping down all surfaces, cleaning all art supplies, sweeping and mopping floors, and putting away all equipment.
- Immediately communicate any needs such as being short of supplies, broken equipment, or facility repairs in an email to the Program Manager as soon as you become aware of the need.
- Model Godly, professional, and appropriate behavior to campers, parents, and staff.
- Disciple campers in their walk with God.
- Monitor campers' hydration by taking regular water breaks.
- Perform other work-related duties as assigned.
- Attend all assigned work shifts, meetings, and devotions in a punctual manner.

### Position Requirements

- Must be at least 21 years old.
- Practicing follower of Christ who is passionate about growing in their faith.
- A passion for working with children.
- Ability to manage the needs of multiple campers, simultaneously.
- Ability to manage multiple staff members.
- Ability to adhere to safety protocols, including all policies and procedures.
- Each staff member must complete a background check in order to be hired.