

# TAPAWINGO DIRECTOR

## PURPOSE:

To share the Gospel with each camper and develop kingdom women through a comprehensive, robust, Christ-centered camping program for girls 9-17 years old.

## RESPONSIBLE TO:

Vice President (Gospel Volunteers, Inc.)

## RESPONSIBILITIES:

- Develop and implement the mission, goals and objectives of Tapawingo.
- Determine needs of target populations to be served by camp and develop programs/systems accordingly.
  - Remain current with information on the developmental needs of youth.
  - Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
- Develop and implement a marketing plan for camper and staff recruitment/retention.
- Design and implement a Christ-centered program based on the mission, goals and objectives of camp.
- Develop and implement a health care plan that provides for the health and safety of campers and staff.
- Develop and implement a nutritious and sanitary food service program.
- Develop and implement a safe transportation system to meet the needs of the program.
- Supervise the physical preparation of camp for opening.
- Oversee repairs, renovations, facility upgrades and maintenance as needed
- Testing equipment, power, water, plumbing, etc.
- Supervise the physical opening and closing/winterizing of Tapawingo buildings and grounds
- Oversee volunteers and work weekends
- Develop a financial program including fundraising, budgeting and investments.
- Develop a plan for managing staff including initial and ongoing training and development, system of evaluation and review, system of disciplinary action, and system of supervision/accountability.
- Maintain good communication with COTW supervisors and/or legal counsel including weekly status reports, end-of-season reports, and crisis reports as needed.
- Maintain good communication with camper parents/guardians.
- Maintain good communication with summer staff
- Maintain systems of communication with alumni (both camper and staff)
- Manage Tapawingo Summer Leadership Team
- Manage Tapawingo Interns
- Direct TAP-365 Discipleship Initiative
- Develop and implement an overall safety plan as required by the New York State Department of Health.
- Develop and implement Audit Standards for highest methods of practice.

- Communicate with other Children’s Christian Camp Directors for input/ideas

## **QUALIFICATIONS:**

- 25 years old or hold Bachelor’s degree
- Camping administration experience
- Background screened and cleared by State Central Registry for Child Abuse and Maltreatment and New York State Health Department for criminal conviction.
- A Gospel-centered Christ-follower in agreement with the Camp’s Statement of Faith and Mission Statement.
- Personal, abiding, and growing relationship with Jesus Christ
- A woman who exudes love for Jesus, for campers, and for staff
- A woman of character
- A calling to pour into young girls and women for their growth in the Gospel and joy in Christ
- Leadership experience in team-leading
- Effective communicator to campers, staff, peers, and leadership

## **PHYSICAL REQUIREMENTS:**

- Ability to listen to others, observe others’ actions, manage people, read text and information, comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.
- Ability to operate under the umbrella of Gospel Volunteers, Inc., and see the unique place of Tapawingo within the overarching mission of the organization
- Ability to manage conflict with grace and truth and hold others accountable to policies and standards
- Maintenance of a healthy lifestyle
- Ability to lift 50 lbs.

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Interested applicants may submit their resume to [joyh@cotw.org](mailto:joyh@cotw.org) and [josephc@cotw.org](mailto:josephc@cotw.org). Upon submission the applicant will receive additional information pertaining to the application process.

We are looking to make a decision by early 2023.

Please pray for this process...

- that God would lead the right women to apply for the position and the right woman to be selected as our next Director
- that we would keep Christ and the gospel at the center of our decision-making and everything we do at Tapawingo
- that God would have his hand of provision on the Tapawingo team as they navigate transitions

We are expectant that God has good, exciting plans in store for the future of Tapawingo. Above all else, this is HIS place and HIS ministry, and we are grateful and humbled to be a part of the life-changing work He does in young women's hearts through this place of joy.