**Specific Requirements for Staff Positions at Clydehurst Christian Ranch**

**Assistant Program Director (APD)**

Clydehurst hires 2 Assistant Program Directors each year, typically 1 male and 1 female. These 2 leaders work as a team, and in conjunction with the Program Director, to mentor and oversee the 20 College staff members of the College Counseling team. Though both APDs supervise and manage male and female College Counselors, direction of the female College staff will primarily be in the hands of the female APD and direction of the male College staff in the hands of the male APD.

Some requirements for our Assistant Program Directors include:

1. Serve as both a work supervisor and a counselor (mentor) to 20 College Counselor Staff.
2. Work supervision includes (but is not limited to):
   * Overseeing daily duties and management of activity areas on the grounds including the Lodge (lodge games, etc.), Rifle Range, Archery, Paintball, Zipline, Pool, Climbing Wall)
   * Administrative duties such as scheduling, use of Excel and Word, documentation and tracking of personnel and equipment usage and other logistics as well as general organizational skills
   * Discipline and correction as needed of both counseling staff and campers (though the Program DIrector handles the vast majority of these situations)
   * Dealing appropriately with interpersonal conflict among Clydehurst counseling staff and between campers
   * Conducting night safety and security checks of cabins and the grounds
3. Counseling/Mentoring includes (but is not limited to):
   * Planning and leading counselor devotionals alone, together with his/her counterpart, or with the Program Director
   * Overseeing camper cabins in the absence of the counselor or assisting the counselor at appropriate times as needed/requested
   * Providing wisdom and advice to the college staff in regard to sensitive camper matters and issues
   * Co-leading the college staff with the other APD in the event of the Program Director’s absence
   * Developing appropriate and meaningful relationships with the College Counseling Staff as well as fostering friendships between the College Staff and the High School Crew in conjunction with the High School Staff Leaders
   * Assisting in training the college staff
   * Ultimately, we hope to have APDs that both lead and serve their staff in such a way that exemplifies Jesus Christ.
4. In many ways, this job is round-the-clock though the “work” side of it is more typical of a regular work day. APDs are expected to be available for and accessible to their staff as well as active in developing personal relationships with all of them individually and in group settings. At the end of the day, the APDs report to the Program Director and defer to his/her judgment and guidance.
5. Those applying for this position should ***very strongly*** demonstrate all the qualities listed under the General Requirements to such a degree that they stand well above their peers.