



Women's Director KAA 3

- FLSA STATUS:** SALARY/FULLTIME/MINISTERIAL EXEMPT
- BENEFITS:** Health, Dental, Vision, Life Insurance available within first month, and retirement contribution available after 1 year of employment.
- SALARY RANGE:** Level of experience will be considered for compensation.
- SCHEDULE:** Off season office hours are Monday thru Friday, 8:00am-5:00 pm at our Branson, MO Office, if applicable. Hybrid/Remote will be considered and discussed if potential applicant is not local to Branson, Missouri.
During camp season, May-August, applicants must be willing to move to camp in Golden, Missouri, to be on site while camp is in session. Meals and boarding will be provided during camp season.
- CLOSING DATE:** OPEN UNTIL FILLED
- INFORMATION:** Send resume and cover letter to human resources at Iwanttowork@kaakamps.org

Purpose of the Position

The primary purpose for this position is to oversee female staff at KAA3 during the summer camp season, establish a female leadership team, recruitment of staff counselors, and oversee the hiring of female summer staff for KAA3. This position reports and works alongside both the Lead Men's Director and the Senior Women's Director.

Primary Responsibilities

- Travel, interview (in person or by phone), and hire all female summer staff that directly reports to the WD, including leadership for KAA3
- Provide discipleship for female summer staff KAA3
- Get to know 2-3 Kaleos each session and work as a liaison between Kaleos, campers, and female staff as needed
- Identify potential leadership candidates during camp season for the following season.
- Camp Season duties:
 - During camp season: teach classes daily while still remaining visible around camp,
 - Serve in the Dining hall at least three times per term.
 - Facilitate ladies leadership and Bible Study meetings weekly.
 - Encourage staff daily during camp.
 - Oversee all daily scheduling and any changes as they occur.
 - Meet with the Women's Director to give updates on staff over any disciplinary concerns prior to termination of a staff member.
 - Develop and present weekly talks to staff, campers, and Kaleos.
 - Other camp responsibilities as they arise



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Administrative

- Evaluate female summer staff and make appropriate recommendations at the during camp season and end of camp season.
- Correspond with summer staff and campers throughout the year
- Attending and assist with camp retreats, conferences & leadership weekend as required.
- Reconcile P-Card monthly.
- Be a steward of KAA 3 budgetary needs for supplies and other needs of camp.
- Process summer staffing paperwork and report as needed by the SSC.
- Assist with camper, group, and health services recruitment as needed.
- Attending the weekly staff meetings.
- Maintain a working relationship with outside ministries.
- Attend and assist with donor events as needed
- Work with directors to develop summer kamp themes.

Education Required

A four-year college degree is desired, with 3-5 years camp or ministry leadership experience.

Required knowledge, skills and abilities

1. Self-starter with the ability to gather, assemble, correlate, and analyze facts and strong organizational skills with an aptitude to deal with many different levels of personnel and establish and maintain effective working relationships with a variety of individuals.
2. Utilize problem-solving skills, exercise judgment, and make decisions in performing job duties possessing good interpersonal and communication skills with an ability to relate across cultural, age, and social-economic barriers while exercising patience and diplomacy in dealing with fellow employees, vendors, and clients of the KAA.
3. Capabilities to exercise initiative with the ability to work independently without supervision and understand and follow written and verbal instructions as well as effectively handle and maintain restricted and confidential information in a professional manner.
4. Ability to work long hours and be on-call for several hours at a time.

Licensing and Certifications

- Must possess and maintain a valid Motor Vehicle Operator's license and be insurable under Kids Across America insurance coverage when operating a KAA vehicle.

Miscellaneous Requirements

- Must be at least 21 years of age.
- Must be able to pass a background investigation.



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Necessary Special Requirements and Expectations

- Commitment – to Christ and to the mission and vision of KAA
- Integrity – in all matters
- Discretion – the ability to handle restricted and confidential information in a professional manner and maintain the information with total confidentiality
- Inspirational – the ability to inspire confidence and lead a team with excellence
- Discernment – the ability to use sound judgment in the decision-making process

Commitment

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensational decisions.

I have read and understand the above job description and accept the position of KAA 3 Women's Director.

Applicant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____