

CLYDEHURST ASSISTANT PROGRAM

DIRECTOR (APD)

Assistant Program Director (APD): Clydehurst hires 2-4 Assistant Program Directors each year that work as a team, in conjunction with the Program Director, to mentor and oversee the 20 College staff members of the College Counseling team. Both APDs work in conjunction to supervise and manage both male and female College Counselors.

Some requirements for APDs include the following:

1. Must have completed one year of college or one year of full-time work experience post high school.
2. Must have leadership experience in discipleship/mentoring.
3. Preference for experience working with small and large group leadership especially with high school age and college age individuals.
4. Preference for outdoor recreation experience and knowledge of Excel and Word.

Responsibilities include:

1. Serve as both a work supervisor and a counselor (mentor) to 20 College Counselor Staff
2. Overseeing daily duties and management of activity areas
3. Administrative duties such as scheduling, documentation and tracking of personnel and equipment usage and other logistics as well as general organizational skills
 - a. Co-leading the college staff with the other APDs in the event of the Program Director's absence
 - b. Overseeing camper cabins as needed
 - c. Discipline and correction as needed; conflict resolution; safety and security checks.
 - d. Assisting in training the college staff
4. Spiritual Leadership:
 - a. Planning and leading counselor devotionals
 - b. Providing wisdom and advice to subordinates
 - c. 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
5. Ultimately, we hope to have APDs that both lead and serve their staff in such a way that exemplifies Jesus Christ.
6. 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.