

# **Camp Administration Course for Tilikum Internship 2024-2025**

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## Catalog Description

Designed to develop a basic understanding of camp programming, business and leadership at an administrative level.

## Course Objectives

This course will expose the student to the general issues on being an administrator at a recreational camp or conference center. At the end of this course, the student will be able to:

- A. Explain the administrative roles of a camp director.
- B. Identify and plan a recruitment strategy for your ideal job in camp ministry.
- C. Demonstrate a working knowledge of organizational models and charts.
- D. Identify the major elements of a thorough job description.
- E. Explain the basics of effective staff training and supervision.
- F. Describe the major components of site development & maintenance.
- G. Demonstrate an understanding of the various elements of food, health and transportation services.
- H. Develop an effective marketing plan.
- I. Demonstrate an understanding of technology principles as applied to camp ministry.
- J. Demonstrate a basic knowledge of camp budgeting and fund-raising systems.

## Course Texts

Ball, A. & Ball, B. (2018).

Basic Camp Management: An Introduction to Camp Administration (9<sup>th</sup> ed.)

Martinsville, Indiana: American Camping Association. ISDN 978-1606792087

American Camp Association (See instructor for access to this book.)

Accreditation Standards for Camp Programs and Services (2014 Edition).

Martinsville, Indiana: American Camping Association.

Pearson, John, (2008).

Mastering The Management Buckets: 20 Critical Competencies for Leading Your Business or Non-profit. Ventura, California: Regal Books – Gospel Light.

ISDN 978-0-8307-4594-4

- January 9 History of Camping and Overview of a Camp Director's Job (Ball & Ball, chap. 1, 2; Standards Mandatory)
- January 16 Mission and Vision (Ball & Ball, chap. 3, 4 + Standards OM)
- January 23 Program (Ball & Ball, chap. 5 + Standards PD)
- January 30 Personnel Recruitment and Training (Ball & Ball, chap. 6, 7 + Standards HR; Pearson, 7, 8)
- February 6 Staff Training and Performance (Ball & Ball, chap. 8, 9 + Standards HR; Pearson, 9, 10, 5, 16, 20)
- February 13 Site, Risks (Ball & Ball, chap. 10, 11 + Standards SF; Pearson, 13, 17)
- February 20 Health, Food Service, Transportation (Ball & Ball chap. 12, 13, 14 + Standards HW)
- February 27 Marketing (Ball & Ball, chap. 15 + Standards TR; Pearson, repeat 2, 19; Recruitment Strategy)
- March 4-6 Gone to CCCA Northwest Sectional at Black Lake Bible Camp
- March 13 Business and Fundraising (Ball & Ball, chap. 16 + Standards PA; Pearson, 11, 15)
- March 20 Systems and Technology, Pearson 18; Standards PT
- March 27 Volunteers, Evaluations & Professional Development (Ball & Ball, chap. 17, 18, 19 + Standards Self-Assessment; Pearson, 12, 14)