



Job Title: Program Coordinator (x2)

Job Classification: Assistant to the Program Director / Head Summer Supervisor Team

Organizational Relationships:

- Directly reports to and collaborates closely with the Program Director
- Assists in the oversight of Summer Supervisor Staff and Summer Staff

Position Overview:

The Program Coordinator position functions as an assistant to the Program Director, helping ensure the smooth execution of camp ministry throughout the summer. The Program Coordinator position also acts in a head leadership capacity over the remaining Summer Staff positions. This role provides a unique opportunity to gain hands-on leadership and administrative experience while supporting program development, staff oversight, and day-to-day camp operations. The Program Coordinator is also responsible to assist with general program duties, as needed.

*Program Coordinators may begin employment 1–2 months prior to summer in order to assist with preparation, planning, and training. Program Coordinators also conclude employment 1-2 weeks after the traditional summer staff contracts end to assist with Pathfinders training.

*If deemed appropriate, Program Coordinators may begin as Pathfinder interns and work an entire yearly cycle from August to August.

Job Tasks:

- Program Support
 - Collaboration in curriculum development, theme-related tasks, pre-summer communication, etc.
 - Assisting in the creation of the overall, daily, and weekly camp schedules.
 - Collecting, organizing, and facilitating the logging of end of week paperwork, as appropriate. This includes, but is not limited to:
 - Power of Camp
 - Postcards
 - Camper Evaluations
 - Counselor Camper Evaluations
 - Learning and performing duties associated with being “on-call”

- Assist in general program duties (including, but not limited to, food service, housekeeping, and facilities) as assigned.
- Providing additional support as needed to meet the emerging needs of the Program Director and the camp's operational requirements.
- Administrative Duties
 - Learn how Campwise (our online database) works. This will be necessary for tasks such as, but not limited to:
 - Assisting in check-in and check-out responsibilities
 - Assisting in Program duties (tracking mission giving, assisting summer staff in making mandated reports, etc.)
- Staff Care/Oversight
 - Assisting Head Cabin Leaders with daily check-ins of cabin leading staff
 - Checking-in with all remaining summer staff
 - Providing guidance, correction, and encouragement to summer staff, modeling servant leadership
- All other duties as assigned

Desired Education and/or Experience:

- High School Graduate
- Previous camp or ministry experience
- A willingness to become certified in various activity areas of camp

Desired Knowledge, Skill, and Ability:

- Teachable spirit with a desire to grow in leadership and faith.
- Organized and detail-oriented in administrative work.
- Able to manage time effectively and meet deadlines.
- Strong communication and collaboration skills.
- Ability to effectively manage time to meet daily and weekly administrative deadlines.
- Ability to effectively organize, coordinate, and collaborate with staff members.
- Willingness to serve in diverse areas of camp ministry.