



*"That I may know Christ." (Phil. 3:10)*

## **Program Coordinator Job Description**

**Reports to:** Director of Summer Programs

### **Qualifications:**

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and demonstrates Christian leadership and responsibility.
3. Must have a minimum of 2 summers of experience working in a camp setting.
4. Has graduated from high school.

### **All Camp Staff are responsible for:**

1. Providing campers with a safe, enriching and rewarding Christian camp experience.
2. Developing the spiritual life of campers through conducting themselves in a Christ like manner.
3. Striving to maintain unity in Christ with all staff members.

### **Pre-Camp:**

1. Attending and assisting in all orientation sessions.
2. Being spiritually prepared for camp.
3. Being physically fit for the heavy demands of camp.
5. Prepare a pre-camp session about yourself and how the camp program will run this year.
6. Meeting with the Director of Summer Programs for a pre-camp check in.

### **In-camp:**

1. Must arrive at camp no later than 8:00am and leaving no earlier than 4:30pm.
2. Attending and contributing to weekly leadership meetings.
3. Working with program staff planning and implementing all camp activities.
4. Keeping all program activity and storage areas neat and organized.
5. Handling crisis situations and camper discipline situations in accordance with the chain of command..
6. Making opportunities to get to mentor and assist staff members.
7. Meeting with the Director of Summer Programs for mid-summer evaluation.

### **Post-camp:**

1. Returning any issued supplies to the camp office.
2. Reviewing pertinent areas of the end of summer evaluations and drafting a document which highlights what the staff perceived as being done well and what needs improvement.
3. Meeting with the Director of Summer Programs for an end of summer evaluation.