



## **Camp Albemarle Program Coordinator Job Description**

**Reports to:** Director of Summer Camp Ministries

### **Purpose of Position:**

The Program Director is the director of fun! He/she is an important part of the creative aspects of camp, including evening activities, energizing campers and staff with morning watch songs and dance, and providing positive and encouraging energy during camp activities. They serve as a part of the summer leadership team, which offers feedback on staff assignments and supports the Counselors and Support staff.

### **Qualifications:**

1. Must be 21 years of age or a rising college junior.
2. Must be or be able to become certified in first aid and CPR.
3. Must have the ability to interact with all age levels.
4. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
5. Enjoyment and appreciation of the outdoors.
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

### **Responsibilities:**

1. Actively engage with all family groups using age-appropriate activities to support the summer theme.
2. Organize and manage evening activities.
3. Manage meals and gophers.
4. Organize camp rainy-day activities.
5. Coordinate summer theme activities with the Spiritual Development Coordinator.
6. Plan amazing “Fun withs” utilizing Support Staff.
7. Track all program equipment and supplies for overnight camp and order new supplies working with the Director of Summer Camp Ministries.
8. Organize the Friday Night Slide Shows and develop fun endings to each week.
9. Manage Birthday celebrations.
10. Assist with Sunday check-in and Friday check-out.
11. Serve on the Summer Leadership Team.
12. Assist in Staff Training with creative fun activities.
13. Practice and enforce all camp safety regulations and emergency procedures.
14. Abide by all camp policies and covenant agreement.
15. Responsible for the health and wellbeing of self and campers.
16. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.



### **Specific Duties:**

1. Actively engage with all family groups using age-appropriate activities to support the summer theme.
  - a. Work with the Worship Coordinator to develop creative ways to emphasize our mission and theme.
  - b. Interact personally with as many Family Groups as possible.
  - c. Creatively engage the Counselors and their groups each week with new, innovative, and fun activities.
2. Organize and manage evening activities.
  - a. Assist with props and set up sound equipment.
  - b. Coordinate with Program Staff about activity plans.
  - c. Have the rainy day crew ready to move to a drier space.
3. Manage meals and gophers.
  - a. Provide reminders to family groups on when they are gophering.
  - b. Manage the announcements during meal changes.
  - c. Manage Grey Squirrel lost and found.
4. Organize camp rainy-day activities.
  - a. The Program Coordinator runs point on rainy days.
  - b. Plan NEW activities for the season and train staff on them.
  - c. Refresh program shed with rainy day resources.
5. Coordinate summer theme activities with the Spiritual Development Coordinator.
  - a. Support the Spiritual Development Coordinator with fun skits that emphasize the theme.
6. Plan amazing “Fun withs” utilizing Program Staff.
  - a. Schedule several groups each week for “fun withs”.
  - b. Assist program staff in connecting with groups and offering “fun withs”.
7. Manage Program Equipment and Supplies.
  - a. Track all program equipment and supplies for overnight camp and order new supplies in consultation with the Director of Summer Camp Ministries.
  - b. Assist Counselors by providing them with any supplies needed.
8. Organize the Thursday Night Slide Show and develop fun endings to each week.
  - a. Work with the Photographer to organize slide show setup.
9. Manage Birthday celebrations.
  - a. Make birthdays awesome!
  - b. Plan birthday snack with kitchen.
10. Assist with Sunday check-in and Friday check-out.
  - a. Assist in whatever role is needed during setup and cleanup. Arrive by 12 PM on Sundays.
11. Serve on Summer Leadership Team
  - a. Join in weekly planning meetings and give feedback regarding staff roles and camp needs.
12. Support Staff Training with creative fun activities.
  - a. Make training FUN!



- b. Plan social nights.
13. Practice and enforce all camp safety regulations and emergency procedures.
  - a. Maintain group/staff control at specialized group activities so that other support staff can focus on safety.
  - b. Refer to the staff manual to be sure all safety regulations and emergency procedures are being followed.
14. Abide by all camp policies and covenant agreement.
  - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
  - b. The covenant agreement is a signed agreement stating your willingness to adhere to camp's policies.
15. Responsible for the health and well-being of self and campers.
  - a. The Program Coordinator is responsible for meeting your own personal health and hygiene needs, including taking prescribed medications. You are also responsible for communicating with the Director of summer camp ministries when you need breaks.
  - b. When working with family groups, help escort campers to the nurse to treat injuries/illnesses outside of your level of care or training.
  - c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
16. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or Admin Staff.
  - a. Be flexible-staff roles change on a daily and weekly basis.

### **Relationships:**

The Program Coordinator has regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

### **Equipment Used:**

The Program Coordinator may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

### **Knowledge, Skills, and Abilities:**

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

### **Physical & Interpersonal Aspects of the Job:**

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.



3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.