



Camp Albemarle

Spiritual Development Coordinator Job Description

Reports to: Director of Summer Camp Ministries

Purpose of Position:

The Spiritual Development Coordinator is responsible for encouraging spiritual growth in the lives of campers and staff. Using their unique gifts, they are expected to develop activities, events and worship services that will challenge our campers in their faith and allow staff to deepen their relationship with God. They serve as a part of the Summer Leadership Team for the summer, which offers feedback on staff assignments and support to the Counselors.

Qualifications:

1. Must be 21+ years of age.
2. Must be or be able to become certified in first aid and CPR.
3. Must have leadership/management experience.
4. Must have the ability to interact with all age levels.
5. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
6. Enjoyment and appreciation of the outdoors.
7. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
8. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
9. Must be a professed Christian and follower of Jesus Christ and his teachings.
10. Christian Education or Seminary experience preferred.
11. Musical experience/talent preferred.

Responsibilities:

1. Coordinate vesper services.
2. Develop a creative Curriculum and Theme for Summer camp.
3. Oversee distribution of devotional materials.
4. Coordinate with and support Pastors during the week.
5. Creatively present the Theme of the Day and Scripture of the Day during morning watch.
6. Encourage staff and develop staff community life.
7. Coordinate staff prayers and devotional life.
8. Assist with mealtime announcements and flow.
9. Support family groups by leading devotions, meditation hikes, and prayer walks.
10. Assist with Sunday check-in and Friday check-out.
11. Serve on the Summer Leadership Team.
12. Assist in Staff Training with creative worship activities.
13. Develop Staff Closing Worship.



14. Practice and enforce all camp safety regulations and emergency procedures.
15. Abide by all camp policies and covenant agreement.
16. Responsible for the health and well-being of self and campers.
17. Perform all other duties and roles assigned by the Director of Summer Camp Ministries and Admin Staff.

Specific Duties:

1. Coordinate vesper services.
 - a. Assemble a team of support staff to lead music.
 - b. Develop creative ideas to articulate the theme at opening and closing vespers.
 - c. Assign and develop relationships with Pastors of the Week and assist them at vespers.
 - d. Write dramas, skits, or object lessons to convey the summer theme.
 - e. Involve support staff members, counselors and campers in campfire activity and theme concepts.
2. Develop a creative Curriculum and Theme for Summer camp.
 - a. With the assistance of the Director of summer camp ministries, the Spiritual Development Coordinator will design the theme for the summer.
 - b. Help design logo for t-shirt.
 - c. Create curriculum for bible study time to include activities, skits and object lessons.
3. Oversee distribution of Devotional materials for morning watch.
 - a. Working with the Director of summer camp ministries, provide all supplies needed for each camper, including Adventure and Overnight campers.
 - b. Distribute Devotionals to counselors on a weekly basis.
 - c. Provide Bibles, crayons or other markers as needed.
4. Coordinate with and support Pastors during the week.
 - a. Communicate the schedule, including flow of vespers, when to arrive, etc.
 - b. Check in with the pastors and check on their needs for their message.
5. Creatively present the Theme of the Day and Scripture of the Day during morning watch.
 - a. Find new and creative ways to incorporate the theme and scripture.
 - b. Write dramas, skits or object lessons to convey the Theme of the Day.
 - c. Highlight the Scripture of the Day at mealtimes.
6. Encourage staff and develop staff community life.
 - a. Working with the summer leadership team, find ways to encourage staff throughout the summer.
 - b. Develop Morale Boosting events for staff.
 - c. Write notes, provide small gifts and creatively encourage all staff.
 - d. Working with the summer leadership team, assist with scheduling staff breaks.
7. Coordinate staff prayers and devotional life.
 - a. If possible, lead a weekly bible Study or devotional time for program staff.
 - b. Coordinate nightly prayer time for program staff.



8. Assist with mealtime announcements and flow.
 - a. Assist Program Coordinator with mealtime announcements.
 - b. Act as point person for singing prayers.
 - c. Assist with Grey Squirrel lost and found.
9. Support family groups by leading devotions, meditation hikes, and prayer walks.
 - a. Make yourself available to be scheduled for devotionals during the week with family groups.
 - b. Lead short devotions and songs.
 - c. Coordinate weekly prayer walks and other creative programming for family groups.
10. Assist with Sunday check-in and Friday check-out.
 - a. Assist in whatever role is needed during setup and cleanup.
11. Serve on the Summer Leadership Team.
 - a. Join in weekly planning meetings and give feedback regarding staff roles and camp needs.
12. Assist Staff Training with creative worship activities.
 - a. Coordinate the Staff Training Worship service.
 - b. Coordinate Staff Training Vespers.
 - c. Develop creative activities throughout staff training to assist our staff in growing in their personal walk with Christ.
13. Develop Staff Closing Worship.
 - a. Working with the Summer Leadership Team, develop a Staff Training Worship experience that helps staff to process the summer and reflect on God's work in their lives.
14. 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.
15. 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.
16. Responsible for the health and well-being of self and campers.
 - a. The Spiritual Development 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.
17. Perform all other duties and roles assigned by the Director of Summer Camp Ministries and Administrative Staff.



- a. Be flexible-staff roles change on a daily and weekly basis.

Relationships:

The Spiritual Development 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 Spiritual Development 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.