



Camp Albemarle Program Coordinator Job Description

Direct Supervisor: Director of Summer Camp Ministries

Purpose of Position:

Are you ready to lead the charge in creating the most epic summer ever? As our Program Director, you'll be the heartbeat of camp excitement, bringing energy and creativity to every corner of our program. From crafting unforgettable evening activities to pumping up campers and staff with morning songs and dance, your role is all about keeping the fun alive and the spirit high!

You'll be a key player on the summer leadership team, sharing your insights to help shape staff roles and ensure the magic of camp runs smoothly. As a mentor and motivator, you'll support our Counselors and Program Staff, while guiding our Program Resource Leaders and Program Team Leaders to keep the fun flowing.

If you're passionate about making a difference, leading with positivity, and bringing joy to everything you do, this is the adventure you've been waiting for!

Prerequisites:

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Demonstrate combined evidence of inspirational leadership and management abilities.
4. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

Qualifications:

1. Must be 20 years of age or older.
2. Two or more years of experience in management, supervisory, and leadership roles
3. Demonstrate financial leadership skills
4. Experience in motivating, developing, and mentoring mission-driven teams
5. Oral and public speaking skills; a persuasive and passionate communicator with strong interpersonal skills
6. Time management, organization, and prioritization abilities
7. Have a current or can receive a first aid/CPR certification
8. Must have the ability to interact with all age levels.
9. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
10. Enjoyment and appreciation of the outdoors.
11. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
12. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.



13. Must be able to pass a background check.

Responsibilities:

1. Attend and facilitate trainings and weekly staff meetings.
2. Actively engage with all family groups using age-appropriate activities and events to support the summer theme alongside our Spiritual development coordinator.
3. Responsible for lodge in the form as an on-site Resident Assistant
4. Supervise program resource and team leaders
5. Assist in Weekly staff assignments
6. Organize and manage evening activities including assigning groups and hosting skit night.
7. Manage meals.
8. Organize and implement camp rainy-day activities.
9. Manage budget, maintain and stock all program equipment including the program shed.
10. Manage Birthday celebrations.
11. Assist with Sunday check-in by greeting cars and assigning them and Friday check-out.
12. Practice and enforce all camp safety regulations and emergency procedures.
13. Abide by all camp policies and covenant agreement.
14. Responsible for the health and wellbeing of self and campers.
15. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.

Specific Duties:

1. **Attend and facilitate trainings and weekly staff meetings:**
 - Lead engaging sessions during staff training, ensuring all team members are prepared for their roles.
 - Provide regular updates during weekly meetings to keep everyone informed about upcoming events and activities.
2. **Actively engage with all family groups using age-appropriate activities and events to support the summer theme alongside our Spiritual Development Coordinator:**
 - Collaborate with the Spiritual Development Coordinator to create themed activities that reinforce the summer's spiritual message.
 - Adapt programs and events to suit different age groups, ensuring a fun and meaningful experience for everyone.
3. **Responsible for the lodge in the form of an on-site Resident Assistant:**
 - Ensure a safe, clean, and welcoming environment in the lodge for staff.
 - Address any staff concerns promptly and serve as a primary point of contact for lodge-related issues.
4. **Supervise Program Resource and Team Leaders:**
 - Provide daily guidance and support to Resource and Team Leaders, helping them deliver successful programs.
 - Conduct regular check-ins to monitor progress, offer feedback, and address any challenges.
5. **Assist in weekly staff assignments:**



- Work with the leadership team to allocate staff based on strengths, availability, and program needs.
 - Help adjust assignments as needed throughout the week to maintain a balanced and effective schedule.
6. **Organize and manage evening activities including assigning groups and hosting skit night:**
- Develop a schedule of diverse evening activities that are engaging for all campers.
 - Coordinate skit night logistics, from assigning groups and themes to hosting the event with enthusiasm.
7. **Manage meals:**
- Coordinate meal schedule making sure meals run smoothly
 - Facilitate fun, mealtime traditions that foster a positive and lively atmosphere in the dining hall.
8. **Organize and implement camp rainy-day activities:**
- Plan and prepare a variety of indoor activities to keep campers entertained during inclement weather.
 - Quickly adapt schedules and programs when rain interrupts outdoor plans, ensuring a seamless transition.
9. **Manage budget, maintain, and stock all program equipment including the program shed:**
- Monitor and track program expenses to stay within budget and report any discrepancies to the Director of Summer Camp Ministries.
 - Regularly inspect, organize, and restock equipment to ensure that everything is in top condition for activities.
10. **Manage birthday celebrations:**
- Organize birthday celebrations for campers, ensuring each child feels special and celebrated.
 - Coordinate with parents and staff to incorporate any personal touches or specific requests.
11. **Assist with Sunday check-in by greeting cars and assigning them and Friday check-out:**
- Welcome families during check-in with a friendly and organized process, directing them to their designated spots.
 - Ensure a smooth and efficient check-out process, helping with any departure questions or needs.
12. **Practice and enforce all camp safety regulations and emergency procedures:**
- Conduct safety briefings for campers and staff, making sure everyone is aware of protocols.
 - Respond swiftly to any emergency situations, following the established procedures to ensure the safety of all.
13. **Abide by all camp policies and covenant agreement:**
- Maintain a professional demeanor that reflects the camp's values and expectations.
 - Uphold the camp's standards in all interactions, serving as a role model for campers and staff.
14. **Responsible for the health and well-being of self and campers:**



- Monitor campers for signs of fatigue, illness, or other health concerns, taking appropriate action when needed.
- Encourage campers to stay hydrated, use sunscreen, and practice other healthy habits during camp activities.

15. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff:

- Be flexible and ready to step in wherever needed, adapting to the camp's dynamic environment.
- Take on special projects or tasks as assigned, contributing to the overall success of the camp program.

Benefits:

1. Personal and Spiritual Growth

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

2. Leadership and Job Skills

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

3. Mentorship and Lifelong Friendships

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

4. Making a Lasting Impact

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.

5. Fun and Adventure

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

6. Room and Board Provided

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

7. Pay

While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

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.