



Camp Albemarle Spiritual Development Coordinator Job Description

Direct Supervisor: Director of Summer Camp Ministries

Purpose of Position:

Are you passionate about leading others closer to Christ and excited to make an eternal impact? As the Spiritual Development Coordinator at Camp Albemarle, you'll play a key role in inspiring spiritual growth and creating unforgettable experiences for both campers and staff! Use your unique gifts to develop engaging activities, impactful events, and meaningful worship services that challenge campers in their faith and empower staff to deepen their walk with God.

Join our Summer Leadership Team and help shape the summer by providing feedback on staff assignments and guiding Sr. Counselors as a direct supervisor. This is an incredible opportunity to be part of a team that's making a difference, all while having fun in a supportive, Christ-centered environment. Come be a part of what God is doing at Camp Albemarle this summer!

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.
14. Must be a professed Christian and follower of Jesus Christ and his teachings.
15. Christian Education or Seminary experience preferred.
16. Musical experience/talent preferred.

Responsibilities:

1. Coordinate vesper services.
2. Implement a creative Curriculum and Theme for Summer camp.
3. Oversee distribution of devotional materials for all age groups and staff.
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. Supervise Sr. Counselors
9. Responsible for lodge in the form as an on-site Resident Assistant
10. Support family groups by leading devotions, meditation hikes, and prayer walks.
11. Assist with Sunday check-in with cabin assignments and Friday check-out.
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**
 - Plan and organize evening worship services that are engaging and spiritually uplifting.
 - Work with different staff members and campers to involve them in the services, such as through sharing testimonies or leading songs.
2. **Implement a Creative Curriculum and Theme for Summer Camp**
 - Develop a curriculum that aligns with the camp's mission and fosters spiritual growth.
 - Integrate the summer theme into daily activities, worship, and teachings to reinforce spiritual lessons.
3. **Oversee Distribution of Devotional Materials for All Age Groups and Staff**
 - Ensure age-appropriate devotional content is available and accessible for campers and staff.
 - Provide guidance on using the materials to encourage consistent daily devotion time.



4. **Coordinate with and Support Pastors During the Week**
 - Assist visiting pastors in leading worship and delivering messages.
 - Facilitate communication between pastors and camp staff to enhance spiritual programming.
5. **Creatively Present the Theme of the Day and Scripture of the Day During Morning Watch**
 - Use engaging storytelling, skits, or visual aids to bring the daily theme and scripture to life.
 - Encourage campers to reflect on the scripture and apply it throughout the day.
6. **Responsible for lodge in the form as 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.
7. **Encourage Staff and Develop Staff Community Life**
 - Create opportunities for staff bonding through shared devotion times, team-building activities, and prayer.
 - Offer spiritual support and guidance to staff, helping them grow in their faith and as leaders.
8. **Coordinate Staff Prayers and Devotional Life**
 - Organize daily prayer times for staff to come together in fellowship and spiritual reflection.
 - Provide resources and ideas for personal and group devotions to enrich the spiritual life of the team.
9. **Supervise Sr. Counselors**
 - Mentor Sr. Counselors in their leadership roles, providing guidance and support as needed.
 - Offer feedback and encouragement to help them grow in their supervisory and spiritual roles.
10. **Support Family Groups by Leading Devotions, Meditation Hikes, and Prayer Walks**
 - Facilitate group activities that encourage spiritual reflection and connection with nature.
 - Guide family groups in meaningful discussions about faith and personal growth.
11. **Assist with Sunday Check-In with Cabin Assignments and Friday Check-Out**
 - Help organize cabin assignments to ensure a smooth transition for campers and staff.
 - Assist with check-out procedures to provide a seamless end-of-week experience for families.
11. **Assist in Staff Training with Creative Worship Activities**



- Plan and lead engaging worship activities during staff training to set a spiritually focused tone for the summer.
- Equip staff with tools and techniques for leading camper worship experiences.

12. Develop Staff Closing Worship

- Create a meaningful closing worship experience that reflects the summer's spiritual journey.
- Encourage staff participation in planning and leading the service to foster a sense of community.

13. Practice and Enforce All Camp Safety Regulations and Emergency

Procedures

- Ensure safety is a top priority during all spiritual activities, including worship services and prayer walks.
- Be prepared to respond to emergencies in a calm and effective manner.

14. Abide by All Camp Policies and Covenant Agreement

- Demonstrate a commitment to the camp's values and policies in all actions and decisions.
- Serve as a role model for campers and staff by adhering to the camp covenant.

15. Responsible for the Health and Well-Being of Self and Campers

- Monitor camper behavior and emotional well-being during spiritual activities.
- Take proactive steps to care for personal health and spiritual life to serve effectively.

16. Perform All Other Duties and Roles Assigned by the Director of Summer Camp Ministries and Admin Staff

- Flexibly assist in various camp duties as needed to support the overall success of the program.
- Be open to taking on new responsibilities or tasks to meet the needs of the camp.

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 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.