



## **Camp Albemarle Staff Growth Coordinator Job Description**

**Direct Supervisor:** Director of Summer Camp Ministries

### **Purpose of Position:**

Are you passionate about mentoring young leaders and creating a meaningful impact? At Camp Albemarle, we're looking for a Staff Growth Coordinator who's ready to bring energy, guidance, and encouragement to our summer team! In this role, you'll be the go-to person for the growth and development of our younger staff, including CITs, Junior Counselors, and international staff, making sure they thrive throughout the summer season.

Your days will be filled with hands-on opportunities to support and inspire the next generation of leaders, all while managing exciting tasks like running the Camp Store, organizing meal serving schedules, and adding a touch of celebration by coordinating camper birthday cards and emails. Plus, you'll have the chance to lead and empower our LIT Coordinators, shaping an amazing experience for everyone involved.

If you're up for a summer of mentoring, growth, and a whole lot of fun, this position is perfect for you. Come make a difference, build lifelong relationships, and help others discover all that God is doing at Camp Albemarle!

### **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. Assist in planning and facilitating CIT and Junior Counselor training.
3. Schedule CITs for daily and weekly duties.
4. Lead and participate in CIT devotion times.
5. Stock and facilitate camp store
6. Responsible for the health and wellbeing of self and assigned CITs/Junior Counselors/International staff.
7. Be an ambassador for international staff.
8. Responsible for lodge in the form as an on-site Resident Assistant
9. Supervise CITs Junior Counselors, International Staff, and LIT Coordinators
10. Assist in Weekly staff assignments
11. Create and manage meal serving schedules
12. Organize and distribute Camper Birthday Cards and Emails
13. Manage budget, maintain and stock all store equipment including the storefront.
14. Facilitate with check-in and check-out at the camp store.
15. Practice and enforce all camp safety regulations and emergency procedures.
16. Abide by all camp policies and covenant agreement.
17. Responsible for the health and wellbeing of self and campers.
18. 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**
  - Participate in pre-season and ongoing training sessions to ensure preparedness for all aspects of camp life.
  - Lead breakout sessions during staff meetings to address specific development areas, such as leadership skills, communication, or conflict resolution.
2. **Assist in Planning and Facilitating CIT and Junior Counselor Training**
  - Collaborate with leadership to create engaging and effective training programs for CITs and Junior Counselors, covering topics like safety, team-building, and camper care.
  - Conduct hands-on workshops that give CITs and Junior Counselors practical experience in skills they'll use throughout the summer.
3. **Schedule CITs for Daily and Weekly Duties**
  - Organize daily duty schedules to ensure CITs are gaining a variety of experiences, from activity assistance to behind-the-scenes tasks.
  - Monitor duty assignments to balance workloads and provide opportunities for growth in different areas.
4. **Lead and Participate in CIT Devotion Times**
  - Facilitate daily or weekly devotionals, providing spiritual guidance and encouraging meaningful conversations about faith.



- Develop devotion themes and activities that resonate with CITs and relate to their camp experiences.
- 5. **Stock and Facilitate Camp Store**
  - Ensure the camp store is fully stocked with merchandise, snacks, and other camp essentials.
  - Oversee store operations, including sales tracking, inventory management, and training staff on customer service.
- 6. **Responsible for the Health and Wellbeing of Self and Assigned CITs/Junior Counselors/International Staff**
  - Check in regularly with CITs, Junior Counselors, and international staff to provide support for their emotional, physical, and spiritual needs.
  - Address any health or wellbeing concerns promptly, following established camp procedures.
- 7. **Be an Ambassador for International Staff**
  - Act as a liaison between international staff and camp leadership, ensuring their unique needs are met and cultural exchange is encouraged.
  - Support international staff in adjusting to camp life and the local culture, helping them feel included and valued.
- 8. **Responsible for Lodge in the Form as an On-Site Resident Assistant**
  - Maintain a welcoming and orderly environment within the lodge, ensuring cleanliness and organization.
  - Be available to assist with any issues that arise in the lodge, from maintenance needs to interpersonal conflicts.
- 9. **Supervise CITs, Junior Counselors, International Staff, and LIT Coordinators**
  - Provide daily guidance, mentorship, and feedback to all assigned staff, fostering a culture of growth and learning.
  - Conduct regular check-ins and evaluations to help staff achieve their personal and professional development goals.
- 10. **Assist in Weekly Staff Assignments**
  - Work with the leadership team to determine weekly assignments based on staff strengths, areas for growth, and camper needs.
  - Communicate weekly roles clearly to all staff, ensuring everyone understands their responsibilities.
- 11. **Create and Manage Meal Serving Schedules**
  - Develop a rotating schedule that ensures meal service duties are evenly distributed among staff.
  - Communicate any changes in the schedule and address any issues that arise during meal service.
- 12. **Organize and Distribute Camper Birthday Cards and Emails**
  - Ensure every camper receives a birthday card on their special day, signed by staff members.
  - Send out celebratory emails to campers' families, sharing photos and highlights from their camp experience.
- 13. **Manage Budget, Maintain, and Stock All Store Equipment Including the Storefront**
  - Monitor and update the store budget, making adjustments as needed to accommodate seasonal trends.



- Maintain all equipment and displays to ensure a welcoming shopping environment for campers and families.
- 14. Facilitate Check-In and Check-Out at the Camp Store**
  - Assist families during check-in and check-out, helping them purchase gear, snacks, or souvenirs.
  - Ensure an organized and smooth process for both staff and campers.
- 15. Practice and Enforce All Camp Safety Regulations and Emergency Procedures**
  - Actively monitor camp activities to ensure compliance with safety protocols.
  - Respond quickly and effectively to any emergencies, following established procedures.
- 16. Abide by All Camp Policies and Covenant Agreement**
  - Demonstrate a commitment to Camp Albemarle's mission and values by upholding all policies.
  - Serve as a role model for younger staff and campers, exemplifying positive behavior and adherence to rules.
- 17. Responsible for the Health and Wellbeing of Self and Campers**
  - Monitor campers' health, promptly addressing any issues and seeking medical assistance when necessary.
  - Foster a supportive and nurturing environment that prioritizes camper wellbeing.
- 18. Perform All Other Duties and Roles Assigned by the Director of Summer Camp Ministries or Admin Staff**
  - Be flexible and willing to take on various tasks to support the overall mission of the camp.
  - Assist with special projects or events as needed to enhance the camp experience for all participants.

### **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 Staff Growth 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 Staff Growth 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.