

Ministry: Program Coordinator
Classification: Year-round Exempt
Reports to: Camp Director



Position Purpose:

The Program Coordinator (PC) is the "I'll do it!" staff at Camp Concordia. The PC is responsible for introducing the children to the love of Jesus Christ through various camp activities (Bible studies, games, swimming, boating, hiking, etc.) while maintaining a safe environment for campers in cabins and activity groups, retreat and family groups and other service groups.

Primary Ministry Functions: Several functions may require the PC to study and learn new skills through books, other year-round staff, board members, or the internet (i.e., YouTube).

1. **Complement the Executive Director's Skills:** This person should be a detailed person who delegates and keeps people lined up for their tasks that support the overall outcome of the program - that is, people growing in Christ - body and soul. Ideally this person is a Sensor in the MBTI; detailed in their approach to organization, editing, etc.; they have a need for cleanliness and are willing to learn. Always looking for how to assist before the need arises.
2. **LCMS Theology:** Able to adequately express teaching in accordance with LCMS theology through a variety of teaching methods (not always lecturing) and to agree with the camp's Faith Statement.
3. **Program (see more details in addendum below):** In cooperation with the Camp Director (initially), the current camp culture and the overarching mission and goals for Camp Concordia:
 - a. Design, write and execute programs for a variety of age groups,
 - b. Train other professionals and novices to lead those programs (e.g. archery, orienteering, outdoor cooking, parenting seminars, etc.),
 - c. Take the lead in:
 - i. developing the Summer Youth Camp Program, including Bible Adventures, activity expertise (sailing, canoeing, archery, etc.)
 - ii. facilitating and/or leadership of camp activities
 - iii. being alert to the health and safety needs of all campers and staff.
 - iv. providing a positive Christian influence for campers and be alert to their spiritual needs.
4. **Personnel**
 - a. Take the lead in summer ministry staff hiring and training (pursuant to state & county laws, camp culture and in cooperation with the Executive Director)
 - b. Provide personal guidance to campers and summer ministry staff by example, leadership, and compassion.
 - c. Arrange, design and implement all summer ministry staff meetings making sure all year-round staff are represented in a positive way.
 - i. Summer ministry staff Bible studies should be scheduled and led by multiple year-round staff each week so summer staff have the opportunity to relate to and feel supported by each.
5. **Planning**
 - a. **Office:** Maintain a professional office environment and process; could include
 - i. Helping to maintain a clean working environment for all staff,
 - ii. Doing "sit down" work in the office to be available for questions, brainstorming, other office duties (i.e., answering phone, meeting guests) and summer ministry staff support.
 - iii. Answering phone and responding to phone, email, Facebook and texted requests (we all do).
 - iv. Filing required items necessary to maintain youth camp licenses, permits and certifications.
 - v. Assist in evaluating current operating procedures and make recommendations as they arise
6. **Finance & Funding**
 - a. **Development:** All staff are part of development of donor funding; so in a smaller way, you are part of
 - i. Obtaining data for potential donors,
 - ii. Identifying and seeking contributions from individual donors for special projects,
 - iii. Identifying and seeking contributions from donors on a recurring basis, and
 - iv. Helping to acknowledge all gifts promptly (normally within 48 hours) as assigned.
 - b. **Finance:** Support Executive Director, as needed, in identifying needs, including:

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- i. Researching and writing portions of overall budget,
 - ii. Maintaining good financial stewardship in all purchasing.
7. **Property:** Support the Camp Director in the following:
- a. Being responsible for the stewardship of all camp facilities and equipment - especially all those that relate to specific programming (i.e., archery, sling shots, canoeing beach front, docks, etc.).
 - b. Identify problems and perform ROC (Repair, Organize and/or Clean) or find someone who can.
 - c. Willingness to do anything necessary, ROC, with the attitude of a learner and the determination of one who fixes things they broke or they found broken.
 - d. Strive to be mechanically able to repair without wasting finances.

Secondary Ministry Functions: Since Camp Concordia is a smaller camp, the PC could shift to be the lead in Kitchen meal preparation, Lifeguard for a retreat group (if certified), or Maintenance head chief (all in the same day) – depending on other year-round staff skills and availability. Each of the Camp Concordia staff support, as asked, the camp Openings, Bible Adventures, Campfire Devotions, etc.

Other: These functions are open for review and the description is open for change based on that review.

Minimum Qualifications and Experience:

Required

1. Must be at least 21 years of age.
2. This individual should be a dedicated Christian with membership in an LC-MS congregation. They should have a spiritual and emotional maturity as described in Paul's letters to Timothy. This would mean they exhibit a genuine love and concern for others as Paul wrote to the Corinthians. Demonstrates a servant's heart with integrity, joy, enthusiasm, initiative, self-control, a willingness to learn, a sense of spiritual direction, and the presence of God in his/her life.
3. Understanding and compliance with Camp Concordia's Mission Statement.
4. Desire and ability to work outdoors with children, youth and their families; and make a year round effort to support the family and their church workers in building up the campers' faith.
5. Ability to lead and peers and campers to achieve specific outcomes through group activities (devotional and recreational); including the ability to creatively schedule programs, facilities, and staff.
6. Possess at least a bachelor's degree preferably in education OR have at least four years of job-related experience.
7. Willingness to serve and perform tasks beyond those assigned.
8. Physical Demands: This position will require high physical engagement with youth and adults, primarily in the summer and occasionally at other times. Ideally, should be able to see a person, in order to identify a water rescue, 20 feet away without glasses. Should be able to run or jog ½ mile without stopping and still be able to walk and engage with children. Should be able to lift 30 lbs. regularly and 50 lbs. occasionally.

Desired

1. Administration: Generally able to organize personal office duties, phone calls and contacts; and be disciplined enough to rest well and take days off so able to be fully engaged in ministry
2. Ability to accept supervision and guidance.
3. Teaching methods: Ideally, an understanding and experience with Kolb's learning cycle
4. Lifeguard Certification: Maintain a Deep-Water Lifeguarding certification and possibly train as a Lifeguarding Instructor.
5. Facilitate in challenge course; including testing and processing personality types and learning styles with adult groups. This requires an equivalent ACCT certification for the level of facilitation or equivalent experience.
6. Nature crafts: Willingness to gain skills and focus on leading others in using natural items for creative and multi-session crafts.
7. Previous experience as a member of a summer camp staff
8. Proficient in Apple Pages, Numbers and Keynote and Microsoft Word, Excel, and PowerPoint
9. Proficient in Apple products: Apple Calendar, Maps, Messages, Notes, Reminders.
10. The ability to play guitar (or Ukulele, etc.) and lead a group in singing.
11. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

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Detailed Addendum for a Beginning Program Director

This is repetitive from above and is not part of the Position Description, but is meant to help a candidate see what serving in camp ministry might look like in a practical sense.

On any given day, as a member of the Camp Concordia team, you might find yourself

- Recruiting Summer ministry staff
- Marketing a program
- Hosting a youth group
- Performing other duties, like shoveling off a walk or burning the ends of climbing rope, for the benefits of all phases of ministry.

Changes in the Seasons

This is NOT a complete list by ANY means but just a look at what a PC might be doing at some point in each season. Winter and Spring can be lonely for camp staff in a seasonal position. A smart PC makes sure they are looking at the big picture and creating a persona support group.

Winter

- Recruit pastors and DCEs for staff Bible studies and other selected staff, take a turn in leading staff Bible studies during the staff meeting.
- TRAVEL: Recruiting Summer Ministry Staff
- Finishing Summer Bible Adventures
- Developing, building or creating a new activity for the coming summer and writing safety protocol
- Attend approved professional training seminars and conferences
- Take a vacation

Spring

- Opening facilities for summer usage
- Repairing and/or bringing to Executive Directors attention major repairs
- Hosting/leading a spring outdoor education group
- TRAVEL: On the road promoting and leading chapels; meeting with potential summer ministry staff
- Contacting summer ministry staff, praying with and for them
- Meeting for a regularly scheduled time with a ministry leader for both relationship and inspiration
- Assist in scheduling, coordinating for fall Directed and Hosted Retreat groups; EXPAND the use of Camp Concordia for fall usage

Summer

- Writing, organizing leadership for and implementing the summer staff training weeks (woo hoo!)
- Caring for Summer Ministry Staff; making them successful in their position
- Praying with each staff weekly and individually
- Checking in with the Kitchen to make sure they are on schedule, if they need help, etc.
- Reviewing incident logs recorded by the Health Officer
- Setting up the Zip Line and training staff in belaying
- Driving the speed boat or taking it in for repair
- Reviewing with waterfront staff all the safety protocols and equipment placement
- Helping a struggling cabin leader get their cookout fire going
- Cheering summer ministry a staff on with fun, clean events

Fall

- Initiate the evaluation of ministry programs and make recommendations for improvements to the Executive Director
- Set up (before) or clean up (after) guest group or program group
- Assist with the general maintenance and stewardship of all the camp's buildings, grounds, and equipment (grab volunteers to paint a building, build a new challenge course element, etc.)
- Organize recruitment of summer ministry staff - always staying in touch because it is a relationship for ministry, not just a job (caring for them year round)

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