

Camp Magruder Program Coordinator Job Description

\$8,320 for 13 weeks* (\$640/week)

**All salaries are offered on a pro rata basis.*

Job Description: The Program Coordinator's responsibilities will focus on developing leadership qualities important to Christian camping ministry. The Program Coordinator will work under the supervision of the Program Director. Their primary responsibilities will be as a support role to the Program Director and an observatory role to the summer staff. Their responsibilities will include planning spiritual practices and maintaining the spiritual health of the summer staff, leading training sessions in summer orientation and program weeks, leading programs, assisting in schedule-making, helping with the maintenance and upkeep of program equipment and supplies, establishing relationships with guests and summer staff, and performing general office and daily tasks.

Start Date: May 27, 2024

Week Off: July 21-26, 2024

End Date: September 2, 2024

Qualifications/Skills/Training

- Substantial life experience and commitment to Christian practices and ideals
- Participation in a daily faith life
- Awareness of the mission of Camp Magruder and practical implementations
- Leadership skills
 - An ability to work closely with people of similar age in a leadership role
 - An awareness of the boundaries, responsibilities, and sensitivities required of a leader of such a position
- Physical ability to facilitate and participate in any staff-led program activities
- Certifications in Archery, Challenge Course, First Aid/CPR, and Lifeguarding

Responsibilities

- Summer
 - Assist Program Director in soft skill, spiritual, cultural, and missional development of summer staff
 - Assist Program Director in planning and leading Summer Staff Training week sessions
 - Plan weekly vespers for summer staff with Program Director
 - Provide spiritual support and assistance in vespers planning for summer staff and volunteers with guidance from Program Director
 - Supplement and lead regular spiritual practices with summer staff (ex. "Goodnights" and "Highs and Lows and Woah's")
 - Assist in scheduling and assigning Resource Staff responsibilities with guidance from Program Director
 - Maintain and develop relationships with guests and volunteers
- Supervision

- o Their role of supervising will mainly exist in the realm of observing protocol and reporting to the Program Director
 - o Supervise Resource Staff in activity areas, maintaining protocol and safety standards
 - o Maintain ACA certification supervisory checks and report those checks to the Program Director
 - o Supervise Counselors for appropriate standards of camper supervision, activity involvement, and positive spiritual connections
 - o While supervision is not the primary role of the Program Coordinator, they may gain responsibilities in performance evaluation as the summer goes on under the direction and guidance of the Program Director
- Program Weeks
 - o Partner with Program Director in retrieving and organizing all pre-camp background checks and volunteer forms
 - o Organize and maintain checklists for background checks and volunteer forms for counselors, deans, and staff
 - o Organize, distribute, and gather evaluations from volunteers and staff
 - o Attend Counselor Meetings
 - o Assist in leading pre-camp counselor/staff/volunteer trainings
 - o Attend program sessions and vespers in program camps to observe and report their quality and accordance with the mission
 - o Observe deans and volunteers in their primary roles and report back to Program Director
 - o Be available for assistance in vespers, theme times, and scheduling concerns from deans, volunteers, and staff
 - o Partner with Program Director for daily evaluations of camp life
 - o When necessary, assist summer staff in operational transitions in schedule, including set-up and clean-up of events
 - o Communicate with different departments of camp staff to coordinate and confirm logistics
- Maintain, inspect, and purchase Program Equipment
 - o Inventory Program Equipment including craft supplies, recreation supplies, watercraft equipment, life saving equipment, archery equipment, and safety equipment
 - o Assess quality of equipment and needs for replacements
- Additional Miscellaneous Responsibilities
 - o Answering office phone calls as needed
 - o Writing occasional newsletter articles and blog posts
 - o Assisting with dish washing and dining hall clean-up
 - Assisting in training and overseeing summer staff and guest groups
 - Coordinating with groups and staff responsibilities and logistics
 - o Assisting with cleaning during quick guest turnover and sorting compost and recycling
 - o Coordinate with maintenance, housekeeping, and kitchen staffs logistical details with summer staff
 - o Assisting with social media updates, including Instagram, Facebook, and blog posts