



Job Title: Pathway (A Year of Disciple Making) Coordinator

Organization: Lake Geneva Foundation (LGF)

Reports to: Assistant Program Director

Position Summary:

Coordinates and oversees participants in the Pathway (A Year of Disciple Making) program. The Pathway Coordinator is responsible for students throughout the week, both nights and weekends. Other LGF staff will assume supervision of the Pathway participants on the Coordinator's days off each week.

The Pathway Coordinator *EXECUTES* the Pathway program under the *DIRECTION* of the Assistant Program Director. The Coordinator will provide direction to the participants, calendar organization, weekly camp job assignments, support participants' in their online course work, planning and execution of ministry and service experiences, and general oversight for participants on behalf of the Program Team. The Coordinator will intentionally disciple participants through a rhythm of weekly meetings and experiences.

Position Responsibilities:

- Works with Assistant Program Director to execute oversight of Pathway Participants
- Works with Program Team to maintain and develop the overall Pathway program

MOODY EDUCATION

- Supports Pathway Participants in their online course work with Moody Bible Institute

PLANNING

- Provide calendar planning and execution for the Pathway Program
- Coordinates weekly schedule between classroom work, service, training and pathway participant formation
- Prioritizes Program Camps and Conference Group needs for the Pathway participants to work these events
- Communicate and book speakers and trainers at appropriate times through the school year for this program
- Plans and coordinates commencement and graduation events
- Meets with each participant on a monthly basis
- Plans, executes, and participates in service and ministry experiences.

ADMINISTRATIVE

- Supports Marketing of Pathway by assembling quotations, proposals, videos, slide shows, etc.
- Recruit potential Pathway students by building relationships and visiting churches, schools and supportive organizations
- Be the primary communicator for potential and incoming Pathway students via face-to-face, phone, zoom, text and email.
- Establish and coordinate with Campwise (Database tool) and Registration about Pathway applications
-

PROFESSIONAL SKILLS TRAINING FOR PARTICIPANTS

- Helps Pathway Participants identify a mentor on Full-Time staff whom participants meet with regularly
- Coordinates with LGF departments a job rotation so participants learn 3 to 4 areas of camp
- Collect, review, and share feedback with participants on their job performance within the camp
- Coordinates training in recreation, food service and appropriate departments based on work skill chosen
- Coaching on application and interview process for summer staff positions and provides recommendations to the Program team as to what summer staff positions are the best fit for the participants

LIFE SKILLS

- Provides guidance for healthy living and good personal habits (eating, sleeping, finance, etc.)
- Inspects dormitory spaces on a monthly basis to ensure accountability and proper stewardship of camp resources
- Enforces curfew for Pathway Participants

SUMMER STAFF ROLE

- Coordinate and direct Teen Serve Program (7 week program with 3 summer staff leaders and 40 teens)
- Lead and develop summer staff and teen serve participants
- Recruit and interview teen serve participants

Requirements for the position:

- A strong personal faith in Jesus Christ
- Upholds the mission, vision and values of LGF
- Strong administrative, computer, organizational, interpersonal, written and verbal communication skills
- Must hold and maintain a driver's license
- Must be extremely detail oriented
- Ability to complete assigned projects in a time sensitive manner, meeting deadlines within budget restrictions
- Ability to use or be trained on latest computer equipment and programs being used by the program office, including but not limited to Microsoft Office Suite

Education and experience requirements:

- College degree preferred
- Two years of related administrative experience
- Participates in educational opportunities for professional development

Previous work experience in camp ministry work preferred