

Job Title: Staff and Volunteer Coordinator

Department: Program

Reports to: Program Directors

Position Summary:

The role of a Staff and Volunteer Coordinator is to work alongside the Camp Program Team in taking care of the administrative details related to the Program department.

Coordinates and oversees participants in the Pathway (Gap Year) program. The Pathway Coordinator is responsible for students throughout the week, both nights and weekends. Other LGM 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 Camp Program Directors. The coordinator will provide direction to the participants, calendar organization, weekly camp job assignments, and general oversight for participants on behalf of the Camp Program Team. The Coordinator will provide intentional, and regular, spiritual direction in collaboration with the Program Team to provide a spiritually nourishing and rewarding experience

Specific Responsibilities

- Help Camp Directors in the administration, management, recruiting and supervision of summer camp staffing, Pathway, Teen Serve students and volunteers.
- Assist summer staff, Pathway, Teen Serve teens and volunteers:
 - Recruiting, application, coordinating interviews, hiring, contracting, forms, onboarding process, name tags, housing, arrival, and departure, and contact information.
- Work alongside Business Department during camper registration
- Help monitor camper safety
- Help set-up programmed staff events when available
- Participate in staff community and program camp needs
- Spiritual Leadership - to lead campers and staff spiritually toward Christ. To live an exemplary life and to have a focus of love for the Lord and others

Pathway

- Works with Camp Program Directors to execute oversight of Pathway Participants
- Complete tasks as assigned by the Camp Program Directors

Planning

- Provide calendar planning and execution for the Pathway Program
- Coordinates weekly schedule between service, training and pathway participant formation
- Prioritizes Program Camps and Conference Group needs for the Pathway participants to work these events
- Plans, coordinates, and executes commencement and graduation events
- Communicates monthly progress reports for participants

Administrative

- Supports Gap Year sales presentations by assembling quotations, proposals, videos, slide shows, etc.
- Prepares mailers and brochures for distribution: which includes, editing, formatting content, organizing mailing lists, written communication, arranging printing, and internet packages

Professional Skills Training for Participants

- Helps Pathway Participants identify a mentor on Full-Time staff whom participants meet with regularly
- Coordinates with LGM departments a job rotation so participants learn all areas of camp
- Collect, review, and share feedback with participants on their job performance within the camp
- Coordinates training in recreation, lifeguarding and other job skills
- Coaching on application and interview process for summer staff positions and provides recommendations to the Camp Directors as to what summer staff positions are the best fit for the participants

Life Skills

- Provides guidance for healthy living and good personal habits
- Inspects dormitory spaces to ensure participants and maintaining their housing properly
- Enforces curfew for Pathway Participants

Essential Qualifications

- Mature and ongoing relationship with Jesus Christ--ability to lead by example and word
- Honesty, not perfection in Christian walk
- Ability to have fun and keep a good attitude amidst adverse conditions
- Detail oriented and work with a team.
- Flexibility and willingness to do what it takes to get the job done
- Eye for excellence and take pride in summer staff, volunteer and camper experience
- Commitment to camp ministry and its values
- Must have previous camp experience (or equal qualifications)

*This job description is by no means all inclusive. It is an overview to provide a general idea of what the position involves. There will be other camp duties involved and on occasion you may be asked to fill in for other positions when the need arises.