



EDUCATION COORDINATOR

Lake Geneva Ministries

Job Title: Education Coordinator

Organization: Lake Geneva Ministries

Site: Lake Geneva Youth Camp

Reports to: Program Director

Position Summary:

The Education Coordinator provides leadership and support for all educational programming at Lake Geneva Ministries, including Explore Labs, Day Camp, and Pathway. This role ensures that each program operates with excellence, intentionality, and a Christ-centered focus. The Education Coordinator works closely with the Program Director to develop curriculum, train and equip seasonal staff, and create environments where students can grow spiritually, relationally, and personally.

Position Responsibilities:

Program Leadership & Development

- Support the Program Director in designing, planning, and improving all educational programs (Day Camp, Pathway, and Explore Labs.)
- Assist the Program Director meet Explore Labs registration goals specific to Lake Geneva Ministries through strategic marketing initiatives and participant engagement.
- Innovate and improve program experiences in alignment with Lake Geneva Ministries' mission and assist the Director to stay within expense budget expectations.
- Develop age-appropriate curriculum, schedules, and program materials that reflect LGM's mission and values.
- Ensure all programs are Christ centered, engaging, safe, and executed with excellence.

Staff Recruitment, Training & Supervision

- Recruit, train, and support seasonal Day Camp staff, Pathway Interns, and Explore Labs staff.
- Facilitate training sessions focused on discipleship, leadership, professionalism, and program expectations.
- Provide ongoing coaching feedback and care for staff and students.

Revised 11/21/25 ar

Administrative Operations

- Maintain program documentation, schedules, rosters, and communication systems.
- Assist with organizing program logistics, resource management, and record-keeping.
- Uphold operational standards and ensure program areas are fully equipped.

Student & Camper Discipleship

- Build intentional relationships with campers and gap-year students to encourage spiritual growth.
- Model Christ-like leadership and help cultivate a culture of discipleship within each program.
- Support small group times, devotionals, and faith-building activities.

Pathway Gap-Year Management

- Oversee the administration, management, recruiting and supervision of Pathway interns and students. Grow and innovate the program while outlining the yearly calendar.
- Coordinate weekly schedules between service, training and spiritual formation.
- Plan, coordinate, and execute commencement and graduation events.
- Organize weekly coaching meetings and monthly progress reports for participants.
- Facilitate and manage the partnership between Lake Geneva Ministries and Olivet Nazarene University + team.

Event & Program Execution

- Lead and support Day Camp, Pathway, & Explore Labs programming during on-site sessions, retreats, and events.
- Assist in managing daily program flow, transitions, and special activities.
- Troubleshoot challenges during programming to ensure a smooth guest and intern experience.

Team Collaboration & Culture Building

- Work closely with the Program Director and the broader Program Team to support ministry-wide goals.
- Maintain strong communication with staff, families, and participants.
- Help cultivate a positive, unified, and mission-driven team environment.

Work Environment:

Lake Geneva Ministries (LGM) provides a Christ-centered, community-driven environment where ministry and mission come first. Our staff team serves in a culture of collaboration, spiritual growth, and service, united by a shared desire to see life changing experiences in Christ. The pace can be fast and dynamic, especially during the summer months when hundreds of campers and guests experience the property, programs, and hospitality of LGM.

Team members are often hands-on, adaptable, and willing to step outside their specific job descriptions to meet the needs of guests and support one another. Work often takes place outdoors in a beautiful lakeside setting, across a variety of weather conditions and activity levels. While the work can be demanding, it is deeply rewarding—each task contributes directly to creating spaces where campers and guests encounter Christ and experience genuine community.

Essential Skills and Additional Requirements:

Spiritual & Character Qualifications

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- A committed follower of Jesus Christ with a growing personal relationship with Him.
- Demonstrates a desire and proven ability to disciple others in Christ-centered living.
- Models integrity, humility, and a servant-leadership mindset consistent with the mission and values of Lake Geneva Ministries.
- Passionate about Christian camp ministry and willing to embrace the sacrifice and joy that come with full-time ministry service

Leadership & Management Skills

- Proven experience in leading and managing teams, preferably in a camp, recreation, or ministry setting.
- Ability to recruit, train, and motivate staff toward shared goals and a culture of excellence.
- Strong decision-making and problem-solving abilities, especially in fast-paced or high-pressure environments.
- Organized, reliable, and capable of balancing multiple responsibilities and schedules.
- Committed to fostering collaboration and maintaining a positive, team-oriented atmosphere.

Technical & Safety Qualifications

- Current certification in First Aid and CPR
- A bachelor's degree in a related field or educational certificate.

Interpersonal & Communication Skills

- Strong communication and interpersonal skills, with the ability to lead teams and engage positively with guests.
- Demonstrate excellence in customer service and guest relations.
- Open to feedback and committed to working within established leadership structures and organizational boundaries.

Other Requirements

- Must be at least 21 years of age.
- Willingness to work flexible hours, including evenings and weekends during peak camp season.

Reporting to this Position:

Pathway interns (August – May), Seasonal Day Camp Staff (May-August), Explore Labs staff (hourly instructors).

Compensation:

On-site housing, weekly salary, paid leave time, and camp meals when available.