



PROGRAM COORDINATOR JOB DESCRIPTION

Classification: Full-Time

Reports To: Camp Director

Minimum Qualifications:

- Active Christian faith
- Passion for building Christian community within a camp ministry setting
- Willingness to support the theological doctrines and practices of the United Methodist Church
- Bachelor's degree
- Minimum 2 years' experience in camp setting
- Demonstrated organizational and administrative skills
- Ability to:
 - Teach, coach, train, and supervise others
 - Perform potentially strenuous physical activities (e.g. hiking, lifting gear, etc)
 - Give and receive constructive criticism in a loving, Christ-like manner
 - Solve problems creatively in fast-paced and at times high-stress environments

Program Coordinator Responsibilities:

- As a part of the Camp Lookout team, hold a portfolio with responsibilities for camp program operations including but not limited to:
 - Camper and staff safety
 - Risk management
 - Staff hiring and supervision
 - Camper and Guest Groups Recruitment
 - Guest Group coordination
 - Curriculum training
 - Marketing planning and coordination
 - Skills verifications of staff
 - Program development
 - Meal and lodging logistics
 - Transportation coordination
- Live and work on-site at Camp Lookout
- Plan, staff, and promote Summer Camping Program, Retreat Ministries, and Adventure Education Programs
- Become familiar with, develop, and ensure adherence to organizational policies and procedures, Safe Sanctuaries compliance, and American Camp Association accreditation
- Develop and implement a plan to recruit, hire, and train seasonal staff representing diverse racial, ethnic, and cultural backgrounds
- Expand and deepen partnerships with churches and other organizations to maximize camp attendance and retreat usage
- Work a non-summer schedule, typically Mon-Fri 9:00am-5:00pm, with various additional morning/evening/weekend times based on agreed-upon schedules with compensatory time, and a summer schedule with variability typical of those who have responsibility for camp programming
- Continue to expand personal knowledge and up-to-date practices in related fields through Associations, Education Events, networking with peers, and/or other avenues
- Assist other staff in their duties as deemed necessary by the Director. This includes but is not limited to administration duties, food service duties, hosting weekend groups, and/or property maintenance and improvements