



Job title: Family Camp Staff Coordinator
Department: Program

FLSA status: Exempt
Reports to: Program Ministries Manager

Position Summary: Oversees the Family Camp Summer Staff and administrates Program Ministry Team members.

General Purpose: This position will lead the Program Ministry Team Members and give all team members who choose to live on property oversight. This position also facilitates the Program Ministry Team Member deployment within Program to maximize the employees schedule and meet program needs. Also oversees Sandy Cove Ministries summer staff employee's spiritual development and leisure activities so that they may grow in their relationship with God.

Role Qualifications:

- Personal relationship with Jesus Christ
- Must be committed to the mission of Sandy Cove Ministries
- Prior program and/or event coordination experience
- Must love working with youth and young adults
- Must be at least 23 years of age or older
- Must live on-site between the months of early to mid-June until late-August or Labor Day

Position Responsibilities:

- Coordinate with other ministries to deploy Program Ministry Team Members as needed. (e.g. Club Cove, Activities, Craft Shop, and others)
- Participate in leading and facilitating the all-summer staff orientation
- Cultivate relationships with all summer employees along with Summer Staff Team Counselors to foster a healthy and safe environment where employees can grow personally and spiritually.
- Create and facilitate bible study and worship opportunities for staff to help transform them more into the image of Jesus Christ
- Help foster a sense of community among all summer staff across department "lines" by organizing fun social activities and effectively communicating events throughout summer
- Ensure that summer staff are held accountable to all Sandy Cove rules and policies (ex: curfew, cabin inspections to encourage cleanliness)
- Assist in facilitating any necessary cross-training of summer employees
- Help those in need of adjusting to new living situation and work assignments
- Be available or readily contacted for staff in event of crisis
- Develop a strategy to fulfill positions' purpose and goals that work within the culture of Sandy Cove and the summer program schedule
- Enhance personal devotion and quiet time
- Perform any other reasonable request as assigned.

Essential skills and experience

- Excellent social, communication and relational skills.
- Ability to work with minimal supervision and takes initiative
- Proven ability to work with people from many diverse backgrounds
- Ability to lead others and encourage all to be involved in social activities
- Creative
- Ability to work well in a team environment
- Prior youth work experience

Nonessential skills and experience:

- Experience working in Not-for-Profit camps or conference centers
- Ability to lead worship (preferred but not necessary)

This position works within a team environment led by the Program Ministries Manager and is inclusive of: Summer Staff Team Counselors.

Program Ministry Team Members have an indirect report to this position, but they follow the supervision of their department supervisor when completing the job assigned.

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, use hands, climb stairs, talk or hear. Specific vision abilities required by the job include vision.

■ *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies of Sandy Cove Ministries’

I have read and understand this explanation and job description.

Signature: _____

Date:_____

Created: 2-24-21

Revised: