



**Job title: Family Camp Youth Ministry Coordinator**

**Department: Program**

**Reports to: Manager of Program Ministries**

**Position Summary: Responsible for the development, implementation, and daily operation of the ClubCove and CrossWalk programs.**

**Essential skills and experience**

- Mature Christian with a growing faith, committed to the mission of Sandy Cove Ministries
- Experience in ministry to children and youth
- Strong people skills
- Strong organizational skills

**Role Qualifications:**

- Self-motivated with problem solving skills
- Ability to successfully supervise traditionally mostly young adult staff
- Adaptable and flexible in dealing with last minute changes, including covering positions when numbers in program dictate.
- Ability to carry out responsibilities
- Good oral communication skills
- Sensitive to service, hospitality and entertainment

**Position Responsibilities:**

- Assist with the hiring and training of Program Ministry Team Members (ClubCove and CrossWalk)
- Invest in the lives of Program Ministry Team Members in ClubCove & CrossWalk through passionate leadership and a sincere interest in them as individuals
- Assist with creating and developing the summer theme
- Create and/or secure age-appropriate and theme-related curriculum
- Working with Program Department staff, assist in developing and outlining the general summer daily schedule of ClubCove and CrossWalk
- Implement a daily schedule that provides a quality experience for each child, inclusive of children with disabilities, while assuring peace of mind for every parent
- Provide and maintain an organized and clean environment
- Maintain discipline and order, with an emphasis on safety for both guests and staff
- Oversee care of equipment
- Work within the predetermined budget, monitoring both expenditures and payroll.
- Represent Sandy Cove Ministries in a positive manner through interactions with guests
- Interface with all related Sandy Cove Ministries' departments to assure effective scheduling and communication
- Attend scheduled leadership, team, and staff meetings as assigned
- Perform other tasks as assigned by the Program Director

**Reporting to this position: Program Ministry Team Members (Club Cove & CrossWalk)**

**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, balance, stoop, kneel, talk or hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- *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 and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Revised: 3/3/21**