



Outdoor Ministries Program
Camp Adams
Central Pacific Conference
United Church of Christ

SUMMER PROGRAM STAFF COORDINATOR

Period of Service: June 19-August 9, 2024
Additional time required for pre-camp work will be negotiated.

Compensation: \$2,500.00 stipend plus Room and Board

Supervisors: Camp Manager

Qualifications: At least 21 years of age; Ability and desire to relate to children and youth; Ability to work with adults in a team relationship; Experience with church camp programs; Ability to direct and supervise staff; Ability to work with parents and pastors

POSITION DESCRIPTION

This position will have the following responsibilities:

Pre-camp

- Contact camp directors to find out their needs for supplies, counselor recruitment, camp schedule, activity planning (arts & crafts, swimming, trust course, etc.)
- Decide on working assignments between Coordinator and Directors
- Help organize camp staff training
- Lead counselor-in training program
- Assist in Trust Course training
- Communicate with program staff about incoming camps
- Assist Camp Manager and Head Cook concerning dietary needs of campers, counselors, and staff
- Ensure background checks are completed for all volunteers
- Meet with incoming camp staff and volunteers during the 24 hours prior to the beginning of their camp

During Camp

- Liaison between directors, program staff, and camp manager
- Resolve any program issues with directors
- Manage staff—making staff assignments, setting staff schedule and monitoring activities
- Assist in Trust Course supervision and safety protocols
- Work with directors regarding disciplinary issues, schedule changes, problems, crises, or emergencies
- Attend daily staff meetings with directors and counselors
- Conduct daily program staff meetings

Post-Camp

- Conduct evaluation meeting including directors, counselors and program staff at the conclusion of each camp session
- Participate in an end-of-season evaluation with the Camp Manager, Facilities Manager and Camp Adams Ministry Team