

## **PROGRAM COORDINATOR LUTHER VILLAGE**

### **GENERAL SCOPE AND PURPOSE:**

In coordination with the Executive Director, the Program Coordinator is responsible for development and implementation of the program.

### **LINE OF AUTHORITY:**

The Program Coordinator is directly responsible to the Executive Director.

### **RESPONSIBILITIES AND DUTIES:**

-Plans the program sessions and events of the summer. This includes reviewing the resource material available, communicating and coordinating pertinent information/ schedules with the appropriate staff (including Maintenance, Kitchen, Lifeguards) and Resource Leaders.

-Develops and implements campfires, recreation opportunities, morning sessions, worship opportunities, etc. to be used for various program weeks

-Assists the program staff and counsellors in planning and providing the program (from leading hiking to planning Family Camp sessions) so as to ensure appropriate and Christian camp experiences

-For each program week, ensures that counsellors, staff, and resource leaders have supplies and material appropriate to the group participants e.g. cabin group lists, Family camp session lists and numbers, when their time off is, even where to find pencils in the Sugar Shack!

-Coordinates and schedules leadership days among Program Staff, i.e. campfires, Grace, announcements, morning jam, etc.

-Organizes and helps with weekly cleaning of Sugar Shack and Chapel.

-Ensures that the chapel is clean and tidy and prepared for worship each Sunday (chairs/alter set up) as well as for other events, with assistance from other program staff

-Consults daily with the Executive Director, Program staff and volunteers to provide smooth, efficient events as well as meeting the needs of campers and staff and becoming aware of special needs, concerns and problems.

-Assists in organizing worship services and recruiting volunteers for this.

-Acts as a receptionist/sales clerk for the campers as relief assistance in the office a few times a week.

-Gives a positive example of Christian living for campers to follow.

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-Helps maintain order, discipline, and safety at all times and for all participants (staff and campers).

-Is sensitive to the feelings and needs of staff and campers and is available to listen and talk with them.

-Works cooperatively with the Kitchen, Maintenance and Lifeguard staff in providing for a satisfying, appropriate camping experience in which needs are met as much as possible

-Contributes in every way possible to the camps health, growth and unity.

-Encourages Program staff and volunteers to be creative, enthusiastic and cooperative

-Ensures the involvement of all Program Staff in the summer program activities.

### **QUALIFICATIONS:**

-Ability to work as a team member as well as leadership abilities

-Experience in church work, church camping, youth work, leading worship, devotions, Bible study

-Demonstrated skills in music, art, drama, crafts, writing, athletics, etc.

-Skills and abilities in group dynamics, leading discussions.

-Qualities of leadership, sensitivity and empathy, good judgement, initiatives, and conflict management.

-Experience in teaching, leading, supervising campers (families as well as youth).

-Willingness to live with campers as companion, friend and role model, with responsibilities for spiritual growth and physical well-being.

-In good health and able to fulfill program duties.

-Musical (singing/instrument) abilities an asset.