**JOB DESCRIPTION: ASSISTANT PROGRAM COORDINATOR**

Responsible to: Program Coordinator

Qualifications:

1. Active membership in the Christian Church.
2. Desire and commitment to serve God through a program of outdoor ministry. This may extend to availability and interest to participate in on-going training opportunities
3. At least 19 years of age.
4. Previous experience working with children, and/or as a Camp Counsellor.
5. Ability and enthusiasm to meet and deal with the public, including campers, parents and members of congregations.
6. Ability to create, revise and implement programs.
7. Basic administrative, organizational and leadership skills.
8. Ability to exercise independent judgment.
9. Physical stamina, good health and emotional stability.
10. An asset – Certification as a child and youth worker and/or social services worker.

Responsibilities:

1. Study and accept the Philosophy and Objective of Outdoor Ministry adopted by

LC&CC and the Eastern Synod of Evangelical Lutheran Church in Canada.

1. Practice Christian principles in group decision-making, and help campers to do the   
    same.
2. Assist the Program Coordinator in planning a program of training for the staff one   
    (1) week before the start of training week and implementing the program during   
    training week.
3. The Director’s Cabin will be made available to the Assistant Program Coordinator   
    one (1) week prior to training week. He/She will be expected to be on site a   
    minimum of three (3) days during this period to familiarize him/herself with the   
    camp environment and operations as well as make final program preparations.   
    This is to coincide with the Program Coordinator.
4. Assist the Program Coordinator in supporting counsellors and other program staff   
    members during the Children’s/Youth program.
5. Participate in all camp-wide activities.
6. Provide support and assistance in implementing the program.
7. Shall ensure that over- night camping supplies and equipment are available at scheduled   
    sessions.
8. Organize and make sure that after each meal all dishes are washed, the correct   
    dishwashing procedure is followed, and that the kitchen is left in an acceptable

condition.

1. Responsible for program operations when Program Coordinator is unavailable.
2. Shall be responsible for the Counsellor-in-Training (CIT) program, which shall

include training in the areas of:

1. Skills training (Bible Study, leadership, outdoor skills, recreation, camp policy and procedures, and team building)
2. Staff supervision of campers
3. Deployment of staff
4. Discipline
5. Shall be available to CIT’s for support and assistance.
6. Submit a written report and evaluation to the Program Coordinator within three (3) days of the completion of the Children’s/Youth Camp Program:
7. Including an evaluation of the Program Coordinator
8. Including an evaluation of the CIT Program
9. Including an evaluation of each Counsellor-in-Training with recommendations for future employment.
10. Assist the Program Coordinator in the closing of the Children’s/Youth camp sessions.
11. Perform other duties as assigned by the Program Coordinator.

*Revised: September 2014*