**JOB DESCRIPTION: PROGRAM COORDINATOR**

Responsible to: Lutherlyn Camp &Conference Centre Management Board and Camp Manager

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 21 years of age.
4. Previous experience working with children, and/or as a Camp Counselor.
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.

Responsibilities:

1. Study and acceptance of the Philosophy and Objective of Outdoor Ministry adopted by LC&CC and the Eastern Synod of Evangelical Lutheran Church in Canada.
2. In cooperation with the Program Committee, play an active role in the interview and selection process for program staff.
3. Participate in appropriate training events for Camp Coordinators by the Eastern Synod as recommended by the Management Board of LC&CC.
4. In consultation with the Program Committee select program materials and resource people for the Children’s/Youth summer camp as well as prepare and implement the camp program.
5. The Director’s Cabin will be made available to the Program Coordinator one (1) week prior to training week and 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 Assistant Program Coordinator.
6. Develop a craft and nature program related to the theme (ensure supplies are on hand or ordered for the program.
7. Plan and conduct a training program for staff prior to the start of camp.
8. Provide supervision and support to counsellors and other program staff members during the training and the Children’s/Youth Programs. This support may take the form of daily staff meetings and prayers, as well as private meetings.
9. Participate in all camp-wide activities.
10. Provide supervision and assistance in implementing the program.
11. Ensure that daily Bible Studies are being done by the counsellors.
12. In cooperation with the Camp Nurse, provide adequate health care to all on site.
13. Provide leadership to staff and campers in emergency procedures in accordance with guidelines established by Management Board.
14. Prepare incident reports.
15. Assist chaplains, nurses and other short-term staff members in becoming familiar with and active in, the Children’s/Youth Program.
16. Maintain accurate records of curriculum, training schedules, etc., used in the current session.
17. Ensure an inventory of program supplies, including books, craft supplies and equipment, recreational equipment, waterfront equipment and nature study supplies at end of season.
18. Meet with each program staff member at or near the end of the season to discuss and provide an evaluation of their performance.
19. Provide a written report and evaluation, within three (3) days of completion of the Children’s/Youth Camp Program, of the current camp season and the camp’s facility, including:
20. A complete description of the camp program,
21. An evaluation of the camp curriculum,
22. An evaluation of program staff members, including recommendations for future hiring,
23. Statistical summary of campers, staff, groups for each week of the season,
24. Inventory report as per item #16 and make recommendations for improvements,
25. Recommendation to Management Board and the Program Committee concerning camp facilities, procedures, rules, etc., that will enhance the Children’s/Youth Program in future years.

revised: September 2014