



Job Description: Program Coordinator

Reports to: Assistant Director

Minimal Qualifications:

- Active Christian faith
- At least two years of previous experience on Camp Lake Stephens Staff
- Comfortable with building Christian Community through teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Ability to work well with, support, and supervise others
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Supervise counselors
 - Hold Counselors accountable for their campers' physical, mental, and spiritual needs
 - Encourage creativity
 - Model Christian leadership
 - Provide spiritual encouragement and leadership to assist counselors in successfully serving their campers
 - Hold counselors accountable for their actions, adherence to camp policies and procedures, interactions with campers, and interactions with staff
 - Participate in family group activities as needed
 - Check in with counselors on a daily basis
 - Lead and facilitate weekly staff meetings
 - Lead and facilitate staff worship sessions
 - Be a model of Christian maturity, sharing the Gospel of Jesus Christ with all campers, counselors, and staff members
 - Seek opportunities to share leadership knowledge to ensure continuity and strong leadership of program in the future
- Assist Assistant Director with staff evaluations throughout the summer
- Participate and assist in planning or leading camp worship times
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Assist as needed with photography, special events, and videography
- Be ready and willing to lead sections of summer staff training
 - Plan, prepare and communicate about summer staff training with other Program Staff and Assistant Director
 - Attend Program Staff retreat

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.



Job Description: Adventure Camp Coordinator

Reports to: Assistant Director

Minimal Qualifications:

- Active Christian faith
- At least two years of previous experience on Camp Lake Stephens Staff
- Comfortable with building Christian Community through teaching, leading, equipping, and supervising others
- Comfortable leading others in wilderness situations
- Ability to perform potentially strenuous physical activities (hiking, rock climbing, white water rafting, etc.)
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Must excel in critical thinking and problem-solving in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Coordinate trip and travel schedules with Assistant Director and trip vendors
 - Provide logistics and problem solving for any adjustment to plans that may arise
- Be a model of Christian maturity, sharing the Gospel of Jesus Christ with all campers, counselors, and staff members
- Drive camp vehicles on trips
- Perform pre-trip inspections on camp vehicles before use
- Take pictures and video during trips
- Make regular contact with Assistant Director and Executive Director during trips
- Supervise adventure camp counselors
 - Hold Counselors accountable for their campers' physical, mental, and spiritual needs
 - Encourage creativity
 - Provide spiritual encouragement and leadership to assist counselors in successfully serving their campers
 - Hold counselors accountable for their actions, adherence to camp policies and procedures, interactions with campers, and interactions with staff
 - Seek opportunities to share leadership knowledge to ensure continuity and strong leadership of program in the future
- Implement the mission of Camp Lake Stephens in the day to day activities of campers
 - Incorporate summer curriculum throughout daily activities of campers
 - Plan and debrief activities to reflect the Gospel and develop character
 - Coordinate, facilitate, and participate in worship with campers and other counselors

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.



Job Description: Day Camp Coordinator

Reports to: Assistant Director

Minimal Qualifications:

- Active Christian faith
- At least two years of previous experience on Camp Lake Stephens Staff
- Comfortable with building Christian Community through teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Ability to work well with, support, and supervise others
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Supervise Day Camp counselors
 - Hold Counselors accountable for their campers' physical, mental, and spiritual needs
 - Uphold CLS policies and procedures
 - Lead Day Camp Check-in and Check-out
 - Interact with Day Camp parents
 - Provide reports if needed to parents due to accidents or behavior
 - Encourage creativity
 - Provide spiritual encouragement and leadership to assist counselors in successfully serving their campers
 - Participate in activities as needed
 - Check in with counselors on a daily basis
 - Lead and facilitate weekly staff meetings
 - Seek opportunities to share leadership knowledge to ensure continuity and strong leadership of program in the future
- Assist Assistant Director with staff evaluations throughout the summer
- Participate and assist in planning or leading camp worship times
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Assist as needed with photography, special events, and videography
- Be ready and willing to lead sections of summer staff training
 - Plan, prepare and communicate about summer staff training with other Program Staff and Assistant Director
 - Attend Program Staff retreat

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.