



Summer Program Coordinator

"In response to God who loves and calls us, Camp Squeah provides a place of refuge in a natural setting where people of all ages can build relationships, grow and be nurtured."

Job Title: Summer Program Coordinator

Supervisor/Mentor: Summer Program Director

Supervising/Mentoring: Resource Counselors and/or other Summer Leadership Team

Commitment: 10 – 16 Weeks (Beginning one week before Summer Staff Training, or earlier)

Position Type: Paid – Summer Leadership Team

Position Overview:

The Summer Program Coordinator will be responsible, along with the Summer Program Director, to give leadership to the Summer Leadership Team and oversee the summer program, including staff training, scheduling, assignments, and conflict resolution. The Summer Program Coordinator will also be responsible for the general safety, growth, and development of summer staff and campers. This person must be ready to lead by example, to serve in any task necessary, and to build positive and encouraging relationships among the Summer Leadership Team and Summer Staff Team. Summer preparation meetings, in advance of summer, and debrief meetings, following summer, with the Leadership Team are also required.

General Responsibilities:

- Actively participate in all Summer Leadership Team meetings, and lead those meetings in the absence of the Summer Program Director.
- Work with Resource Counselors to support the summer program by facilitating the flow of programming and campers throughout the day.
- Oversee and encourage all Resource Counselors, maintaining a loving and supportive relationship and providing practical assistance and mentorship.
- Disciple all Resource Counselors. Ensure that they are responsible and engaged in summer ministry.
- Be a visible and active presence, available to help where needed and modeling servanthood.
- Work closely with Summer Program Director and the rest of the leadership team to resolve conflict between staff, assess the needs of camp and plan for the coming days and weeks.
- Provide leadership in other areas of summer ministry as required, including planning and scheduling.
- Work alongside the Summer Program Director to provide leadership and assistance to the Summer Leadership Team.

Required Qualifications and Skills:

- Minimum 20 years of age.
- Be actively pursuing a deepening relationship with God.
- Demonstrate previous leadership, with preference for leadership in a summer camp environment.
- Show initiative to lead in a variety of ways and manage a group to accomplish varied and diverse tasks.
- Capable of physical, sometimes strenuous, activity in the outdoors, under all weather conditions.
- Show ability to lovingly supervise and encourage a team of people, helping to resolve conflict between parties and help others work through challenges.
- Able to live in close quarters with others.
- Be flexible and able to multi-task.
- Willing to listen to, mentor and support summer staff, providing guidance and practical assistance.
- Well organized, willing to learn, and possess strong communication skills.

Supervision and Mentoring Plan:

The Summer Program Coordinator will be supervised and mentored by the Summer Program Director. Daily check-ins will be maintained to ensure that all critical information is shared between parties. In addition the Summer Program Director will ensure that the Summer Program Coordinator receives all practical support and supplies. The Summer Program Director and the Assistant Program Director will also be available on call at all times for any questions or immediate concerns.

The Summer Program Director will meet one-on-one weekly with the Summer Program Coordinator to provide personal mentoring, with the aim of creating avenues of personal growth, support, encouragement and challenge. The Summer Program Director will also provide feedback and recommendations on developing a supportive environment for the summer team under the direction of the participant. The aim will be to ensure that the participant is able to provide leadership, support, and mentoring as needed, to help the summer team create a fun and safe experience for campers. One goal setting meeting and two reviews will be conducted with the Summer Program Director to help the Summer Program Coordinator reflect on personal growth and learning points through the summer.