



## Program Coordinator

### Job Description

**Position:** Program Coordinator

**Responsible To:** Camp Director

**Weekly Base Pay:** \$435.00

**Time Commitment:** 8 Weeks

#### Qualifications:

1. Has a sincere love for the Lord and a desire to see campers know and grow in Him.
2. Is in agreement with New Life Islands' philosophy.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is flexible and willing to work with campers and other staff members.
5. Is willing to forego personal rights for the common good of the camp and campers.
6. Should have several years of camp experience, ideally at New Life Island.
7. Exhibits the leadership skills to manage people and oversee the summer camp program.

#### Responsibilities:

1. Be a witness for Jesus Christ in all words and actions.
2. Develop a Christ-like, servant atmosphere in the work area.
3. Aid in keeping the work area clean and neat at all times.
4. Help plan and implement the daily program for summer youth camps. All programs must conform to the camp's purpose.
5. Plan and run special events, including Funny Bones, night games, all-camp games, etc.
6. Maintain communication between program and other camp departments, keeping others informed of plans and activities related to this position.
7. Maintain and organize all materials/supplies for the program department.
8. Assist the director with staff training, specifically with training counselors.
9. In the absence of the Director, keep the program running.
10. Evaluate the progress of the program and campers, making sure that the camp program is effectively accomplishing the camp's objectives.
11. Be responsible for the health, safety, and general well-being of campers and staff.
12. Work diligently to give each camper the best possible camp experience.
13. Be ready to greet parents and answer questions on Sunday and Friday.
14. Assist with night security patrols.
15. Work with the Director to maintain good staff morale and attitude.
16. Develop a loving and nurturing relationship with counselors and support staff.
17. Be ready and willing to help with tasks not included in this job description!

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