



## JOB DESCRIPTION Interim Program Coordinator/Summer Camp Director

**Title of Position:** Program Coordinator

**Supervised by:** Executive Director- Administrative Supervisor  
Program Committee- Programmatic Supervision

**Pay:**

Pre/Post Summer Camp: Part-Time 20 hours/week; \$20-\$30 an hour (depending on experience, and qualifications).

\*Total hours will flex but never go over 8 hours/day or 40 hours/week.

Summer Camp: Full-Time position during summer camp weeks

**The following job specifications should not be construed to imply that these requirements are the exclusive standards of this position. Personnel will follow other procedural instructions, and perform any other related duties, as may be required, or amended from time to time. This will be an hourly position except for the month of July which is a different, full-time, position.**

**Summary Description of Position:**

Coordinates and implements all aspects of camp and retreat programming at Pilgrim Pines Camp. Must be willing to be a part of a team and willing to further the mission and vision of Pilgrim Pines Camp. Must be willing to be kind and inclusive of all who participate in the ministry of the camp. This is primarily an offsite/remote job with the opportunity to live on-site during camp programming, training, and meetings.

**General Duties/Responsibilities:**

1. Provide program staffing and leadership to Pilgrim Pines camps and retreats. The specific events will be determined by the program committee but may include: Fall Fun For All Intergenerational Camp, Winter Wonder Camp, Spring Up to Camp, and Summer Camp.
2. Oversee all aspects of Pilgrim Pines Camp programming, including volunteer and paid staff recruitment, training, and supervision. Collaboratively work in partnership with the Board, Program Committee, and Fundraising/Marketing Committee, plan the budgeting and marketing for programs, and ensure that sufficient funds are raised through camperships, registration fees, and direct donations to cover program expenses. Help to grow the existing programs in camper numbers, spirituality, inclusion, and vitality.
3. Work collaboratively with the Board and Committees, promote Pilgrim Pines Camp events and programming to all UCC Conference churches and to other campers in the wider community.
4. Provide staff leadership to the Program Committee of the Pilgrim Pines Board. Meet at least monthly with the Executive Director, attend program committee meetings, and participate in all camp staff meetings, and other meetings including the Pines Board, as requested or offered.
5. Provide regular reports and a monthly written report to the Board and Executive Director.
6. Write articles and provide updated information for Camp publications and the website as appropriate.
7. Work in partnership with the Program Committee to serve the needs of the Youth and Young Adult and Adult leaders.
8. Help to keep the camp in compliance with all American Camp Association standards. Develop program and training expectations that align with the ACA standards, State of California laws, and Safe Church requirements.
9. Maintain and seek out mutually beneficial collaborative relationships with UCC partners, other denominations, ecumenical groupings, and community youth agencies.
10. Focus on creating progressive Christian faith-based programming following our Pines Mission and Vision Statements, including programming that provides an inclusive and safe environment for personal and spiritual growth, nurtures community by building personal relationships, and encourages care and concern for all of God's creation. Programming should be accepting of a diverse population of opinions, beliefs, ideas, and backgrounds; seek to create a peaceful and healing community in which people learn to cooperate in an inclusive and diverse setting; and encourage a sustainable world through modeling environmentally just practices.

## **Employment Qualifications:**

- Must be at least 22 years of age.
- Have some experience leading programs in a camp or other educational setting, including staff supervision and leadership experience.
- Experience in facilitating and cultivating camp retreat programming.
- Experience with working to empower inclusive communities. Ability to demonstrate knowledge about race, equity, and ability levels.
- Have worked with individuals that have a wide variety of ages, abilities, and backgrounds.

## **Skills:**

- Compassionate, driven, creative, and organized.
- Social justice and anti-racist/bias-oriented.
- Committed team player and strong communication skills.
- Ability to plan and prioritize tasks and meet deadlines.
- Ability to accept guidance and supervision, good character, integrity, and adaptability.
- Good organization and writing skills (i.e. volunteer and camper correspondence).
- Self-starter; able to work independently.

## **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Must be able to read typed or handwritten information and use a computer regularly
2. Must be able to hear well enough to communicate with others.
3. Must be able to sit for long periods of time.
4. Must be able to move around areas of camp easily, which includes some rugged terrain and is located at a high altitude.
5. Must be able to write, organize computer correspondence, and use the phone regularly.

## **Core Competencies:**

*Cooperation:* Committed to a positive working relationship with the Executive Director, other staff, volunteers, and all campers, parents, and guardians; takes initiative but also checks in with supervisor about suggestions, new ideas, and concerns; acts as a team player.

*Hospitality:* Genuinely welcomes and greets all persons interested in the Camp in person, on the phone or by email with a positive and warm presence; offers help and encouragement; is clear about how answers will be found to questions if the answer is not known by the staff person.

*Organization:* Prioritizes work assignments with an ongoing and updated task list; meets deadlines; learns and applies Camp policies and procedures, prioritizing safety and health policies; is able to multitask; is able to be interrupted while working and respond positively to new or unexpected situations.

*Confidentiality:* Uses diplomacy and tact in all relationships; keeps appropriate boundaries of confidentiality in communicating information about other staff and all campers and their families; shares frustrations and concerns only with the Executive Director or Board members; acts with integrity and trustworthiness as a public representative of the Camp.

*Communication:* Facilitates open and clear communication about Program needs, Events, and Camp's needs between staff, Executive Director, and Board; follows up on tasks promptly and updates all those who are affected.

*Promotes Camp's activities and mission:* Is able to articulate and support the Camp's mission and vision; is aware of and enthusiastic about the Camp's events, programs, and opportunities and ready to answer questions about and promote them; encourages new people to participate as campers, volunteers, and leaders.