



Job Description: Program Coordinator

Reports to: Program 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: Program 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

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Job Description: Day Camp Coordinator

Reports to: Program 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.