

Job Title: Resource Coordinator

Reports to: Program Director for Silver Lake Camp and Retreat Center

Department: Outdoor Ministries

Salary: \$3400 stipend

Housing: Included

Dates of Contract: June 20-August 28, 2024

Position Purpose:

Oversees the coordination of the weekly schedule for summer programs in relation to site utilization, staff support, and ensuring the safe and smooth operation of Silver Lake's summer program. Responsible for the supervision and training of the Program Specialists (5 people) in their respective areas. Monitor and Contribute to the well-being of the staff community as a member of the Coordinator Team.

Essential Job Functions:

Supervise Program Specialists and Assistants

- ◆ Plan and implement regular training with all staff members.
- ◆ Assess staff skills and create plans for improvement.
- ◆ Schedule staff as needed to meet required program ratios.
- ◆ Perform pre, mid, and end of summer evaluations with each team member.
- ◆ Serve as a role model and mentor to team, other staff, and campers.

Plan, cultivate, and maintain the garden.

- ◆ With the Program Director, create a plan for the garden's year, choosing crops and creating a timeline for planting and harvesting.
- ◆ Help maintain compost health.
- ◆ Communicate with Food Services Manager about harvests to incorporate produce into menus
- ◆ Assist in processing the garden produce.

Work with volunteer Deans to meet summer program goals.

- ◆ Facilitate the daily Deans meeting during the summer.
- ◆ Manage and communicate the camp daily schedule.
- ◆ Work with the Program Director to schedule a wide variety of programs across multiple teams.

Serve as a member of the Coordinator Team.

- ◆ Represent Dean's and Resource Team needs at daily Coordinator Meeting.
- ◆ Monitor and contribute to the well-being of the staff community.

- ◆ Support other Coordinators in their work.
- ◆ Report staff or other program concerns to Program Director.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events, especially in the areas of decorations and costumes.
- ◆ Other duties as assigned.

Relationships:

The Coordinator will work closely with the Program Director to ensure smooth, safe, and effective program delivery. The Coordinator will work closely with the volunteer Deans to schedule and support their program needs. The Coordinator will also work with the Directors to create a healthy staff community and to support the summer camp program.

Equipment Used:

- ◆ Art supplies, which could include, but is not limited to, paint, glue, wood working tools, engraving tools, stained glass materials, tie-dye, scissors, knives.
- ◆ Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, ceramic supplies, electric kiln, garden chemicals, animal care supplies.
- ◆ Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, dryers, or dishwashers.

Qualifications:

- ◆ Age 21 or older.
- ◆ Supervisory Experience.
- ◆ Experience tending a garden.
- ◆ Experience leading programs and activities with young people.
- ◆ First Aid/CPR certification, or ability to obtain.
- ◆ Valid U.S. driver's license.

Physical Aspects of the Job:

- ◆ Ability to work for long periods of time without sitting.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.