

# The Salvation Army

## KWM Division

### JOB DESCRIPTION

**TITLE:** Summer Camp Program Coordinator

**LOCATION:** Three Trails Camp

**JOB CODE:** 5

**CLASSIFICATION:** Seasonal

**DATE:** March 2, 2021

**REPORTS TO:** Divisional Youth Secretary

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**The Salvation Army Mission:** The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Job Objective:** The Summer Camp Program Coordinator is responsible for the overall day to day operations of the camp. This includes camper activities as well as communication with campers and staff. This position also ensures COVID -19 safety precautions are being maintained in all program areas.

#### Essential Functions:

- Establish program rotations for campers
- Assist in preparation and implementation of evening programs
- Monitor establish counselor rotation at program spaces
- Attend program planning sessions and leadership training week
- Partake in nightly curfew checks and cabin lockdown
- Assist with coordination of daily programming, and worship services
- Attend to pre-camp preparation of Program: office, equipment, and recreation areas
- Maintain Program buildings and property; turn in work requests to DYS
- Assist with supervision of your assigned lodging, (lights out, doors locked, curfew compliance and camp guidelines)
- Assist with camper check-in
- Ensure program supplies are cleaned and restocked after each camp
- Ensure Cabin Activity boxes are stocked and sanitized between each camp
- Obtain camper cabin temperature logs from counselors daily

#### Other Duties

- Attend all staff meetings as called by the Divisional Youth Secretary
- Participate in and encourage attendance at staff devotions, outings, and worship services
- Maintain a servant attitude, function as part of the ministry leadership team
- All other duties as assigned

#### Safe from Harm (SFH)

- Support and actively promote compliance with Safe from Harm guidelines

**Minimum Qualifications:**

Education: High school or equivalent required; minimum 1-year college preferred

Experience: Minimum 1-year previous experience on camp staff; some supervisory experience preferred

Certifications/Licenses: N/A

Skills/Abilities:

- Excellent communication (verbal and written) and interpersonal skills.
- Uses diplomacy and good judgment.
- Demonstrated ability to use initiative and be a self-starter.
- An attention to detail.
- Willing to promote the mission of The Salvation Army.
- Must be an individual of the Christian faith who has a strong personal relationship with the Lord,
- attends church on a regular basis, and a desire to lead others spiritually
- Able to live on campgrounds throughout duration of employment. Good communication and interpersonal skills
- In agreement with the philosophy, goals and objectives of The Salvation Army Three Trails Camp and Conference Center
- A positive attitude and the ability to be flexible in light of changing job situations/priorities
- A commitment to support and promote the mission of The Salvation Army and a passion for camp ministry

**Supervisory Responsibility:**

This position does have authority to assign and check work of other employees. This position will not formally evaluate performance of other employees. (Lead/Shift Lead)

**Safe from Harm Level: 3**

**Bloodborne Pathogen Level: 3**

**Physical Requirements:** Include light physical work; remain stationary for some periods of time; use hands and fingers; communicate; move; occasionally required to position self to stoop, kneel or crouch; frequently required to reach with and use arms and hands; vision, hearing, and speaking. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

**Travel:** None Required

**Driving:** This position requires an employee to drive. Must possess a valid driver's license from the state in which you reside. Must be approved through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

**Working Conditions:** The work environment for this position includes an office and outdoor environment with a low to high noise level.

**All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.**

*Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**