



MAR – LU – RIDGE JOB DESCRIPTION



Title: Summer Program Coordinator

Primary Function: As a member of the camp administrative staff, the Program Coordinator will lead the camp staff, handle background administrative duties and facilitate one of the programs each week. The Program Coordinator shall support the ministry and fulfill the vision and mission of Mar-Lu-Ridge.

Principal Responsibilities:

- Supervise the health, welfare and happiness of campers and staff
- Provide support, encouragement and feedback for counselors
- Share the Gospel and summer curriculum through Bible studies and informal ministry
- Ensure a unique experience during every week of camp
- Communicate well with staff, campers and the Associate Director
- Be flexible and adaptable while taking initiative and following directions
- Bring any serious concerns or problems to the Associate Director
- Be a positive Christian role model for campers and staff
- Attend and help lead staff training
- Assist with evening activities, worship and other programs as needed
- Perform other duties and serve the camp in ways not specified in this job description

Direction/Guidance Received:

- Works under the supervision of the Associate Director and alongside the Administrative Staff
- Follows the staff policies and procedures as outlined in the Staff Manual and during staff training.

Qualifications:

- Minimum of a High School Diploma
- Capable of prolonged physical activity and an active outdoor lifestyle
- Previous experience working with youth (strongly preferred)
- Passion for Christ and knowledge of ELCA theology (strongly preferred)
- Previous leadership and outdoor ministry experience (strongly preferred)