



MAR-LU-RIDGE JOB DESCRIPTION



Title: Leadership Staff (*Program Coordinator(s)*)

Primary Function: Leadership staff are essential members of the inclusive and collaborative Mar-Lu-Ridge summer staff. Leadership staff will provide day-to-day direction and support for summer staff, manage key administrative tasks such as scheduling, social media, and program logistics. The Leadership Staff will support the ministry and mission of MLR through administration and peer leadership.

Duties:

- Provide day-to-day leadership, encouragement, feedback, and support for summer staff members, both in small and large group settings.
- Manage summer administrative tasks such as scheduling, social media, and program logistics.
- Build positive relationships with campers and staff by tending to the mental, physical, emotional, and spiritual well-being of each individual during their time at MLR
- Assist Associate Director in leading staff training and weekly staff meetings
- Communicate clearly and frequently with the Associate Director, Food Service Director, Facilities Managers, and summer staff team. Report concerns or problems immediately.
- Initiate and motivate staff teams in planning and leading daily activities.
- Assist staff in maintaining clean private and public areas.
- Model positive, Christ-like community living and behavior for campers, volunteers, and staff
- Assist with and lead evening activities, worship, campfire and other programs as needed
- Perform other duties and serve the camp in ways not specified here

Direction/Guidance Received:

- Works under the supervision of the Associate Director and alongside the Leadership Staff
- Paid staff training provided in all areas of programming. An early start to prepare for staff training may be negotiated.
- Follows staff policies and procedures as outlined during staff training and in the Staff Manual.

Skills/Qualifications:

- Ability to work outdoors in a variety of conditions (heat, humidity, rain, walk or run up/down steep slopes and uneven surfaces, sleep/cook outdoors)
- Attention to detail and experience managing administrative tasks (strongly preferred)
- Comfortable speaking publicly
- Minimum of High School Diploma or equivalent
- Familiarity with Facebook, Instagram, and other social media platforms
- Formal/informal leadership experience (preferred)
- Driver's License (preferred, but not necessary)
- Previous experience working with children and/or youth (preferred)
- Relationship with Christ (preferred)