



Camp Eder Program Coordinator Job Description

Function: To coordinate leadership for all Camp Eder sponsored programs. To assist the Director of operations in promoting Camp Eder programs. To develop and operate programs within the mission. To make fiscally responsible programming decisions within the budget of the organization.

Reports to: Director of Operations

Requirements: for the position Program Coordinator at Camp Eder are:

1. A college graduate or someone with equivalent life/work experience
2. An individual with basic computer skills and some knowledge of basic video/photo editing software
3. Someone with a strong understanding of basic Christian theology and a confident ability to share their faith.
4. Able to lift 40 pounds without injury to self or others.
5. Someone with great love and compassion for people of all ages
6. Someone with a great love for the outdoors
7. Outgoing and charismatic
8. Resourceful, innovative, organized, and creative
9. Proactive and efficient
10. Team Player, willing to take on all roles.
11. Support any overnight requirements deemed necessary for the program.
12. Have a willingness to be Certified in the following, and/ or able to oversee those who are certified in providing programming:
 - o First Aide/ CPR/ AED
 - o Lifeguard/ Waterfront supervision
 - o Climbing wall/ Challenge course

Responsibilities

1. Will assist with the planning, arranging, and overseeing of all scheduled program activities at Camp Eder. They will review program activities to ensure compliance with local and state code requirements. They ensure an environment that will provide for safe participation by all involved in programs. These programs currently include:
 - a. Summer Camp



- i. Hiring staff
- ii. Providing for leadership training through CIT program
- iii. Recruit volunteer nurses and pastors for each week of camp
- b. Winter Camp
 - i. Organize and recruit volunteer staff.

Participate in the planning of new retreat ideas and execution of same that fulfill the mission of Camp Eder such as:

- c. Scrapbooking Retreat
 - d. Young Adult Adventure trip
 - e. Young Adult Backpack trip
 - f. Senior Citizen Days
 - g. Father/ Son Day
 - h. Mother/ Daughter Day
 - i. Family and Friends Camp
 - j. Craft Weekend
2. Development of new or revised programming in consultation with the Director of operations and the Board of Directors Nurture Committee
 3. Responsible for overseeing Summer Camp Staff, volunteers, and additional programing staff.
 4. Coordinating and providing leadership to volunteers and program staff, as needed, for Camp Eder programs.
 5. Selects curriculum for use in the summer camp programs in consultation with the Director of operations.
 6. Manages the facility, training and use of specialized program areas which may include:
 - a. The Climbing wall.
 - b. The Challenge course.
 - c. Canoes on site and off site
 7. Provides leadership and ensures there are appropriately trained staff available to lead any program areas provided to retreat groups that request Camp Eder programming elements.
 8. Assists the Director of operations in areas of Camp Marketing and Promotion which may include congregational visits, camp promotion events, preparation of marketing materials and social media.



9. Hires and trains program staff for summer camp and other program offerings of Camp Eder
10. The program coordinator will always act in a fiscally responsible manner when making decisions that impact Camp Eder, when hiring and training program staff, either temporary or permanent.
11. To complete at least one continuing education event, on an annual basis.
12. Other duties as assigned and agreed upon by Camp Eder management staff.
13. The program coordinator represents Camp Eder to the public and should always act and behave accordingly.

At Camp Eder, all employees are expected to assist each other in all areas of Camp Ministry. A good program coordinator would be a “team player” who is happily willing to assist any other employee in their daily duties when needed or requested.

Servant leadership is expected from all who serve in a leadership role at Camp Eder.