

The Lutheran Camping Corporation Of Central Pennsylvania

Job Description - Day Camp Coordinator

Job Relation: Responsible to the Camp Director or Assistant Director

Job Definition: Responsible for the planning and implementation of daily programs in a day camp

Professional Qualifications:

1. High School diploma
2. Experience working with children
3. Experience and skill in related camp field or recreation activities
4. Experience in team leadership/supervision

Personal Qualifications:

1. Personal commitment to Jesus Christ
2. A desire to serve God through the day camp ministry
3. A willingness to give Christian witness through bible study, worship, and the daily living
4. An understanding of the goals and objectives of the Lutheran Camping Corporation of Central Pennsylvania and the camping ministry of the Evangelical Lutheran Church in America
5. An understanding and agreement of the teachings and confessions of the ELCA
6. Emotional stability and maturity of judgment
7. A love for and understanding of children and youth
8. Good health and stamina
9. An appreciation of the outdoors
10. Experience/training in small group living
11. Ability to work cooperatively in a group
12. Ability to place the needs of the campers over personal desire and convenience

Performance Responsibilities:

1. Care for the needs of day campers throughout the camp day, 5 days a week
2. Planning and implementation of daily activities as directed by the camp director
3. Participate in the required training and orientation prior to the start of the day camp
4. Take part in regular staff meetings
5. Be present for the entirety of the camp day
6. Abide by personnel policies of The Lutheran Camping Corporation

Evaluation:

1. Is the program well organized, running smoothly, and presented in an interesting way?
2. Are schedules maintained? Are tasks completed on time?
3. Is the coordinator flexible in meeting the needs and interests of the campers?
4. Are activities safe for the participant?
5. Is the coordinator attuned to the needs and abilities of the counselors?
6. Do the counselors feel informed and able to meet the needs of the participants?
7. Is the coordinator positive in his/her attitude?
8. Does the coordinator relate well to staff, host site staff, and outside entities?