



JOB TITLE: Program Coordinator - Kishwauketoe and Pier 30

SUPERVISED BY: Program Director

SUPERVISES: Summer Staff

POSITION OVERVIEW:

The Program Coordinator will support and actively contribute to fulfilling the goals and mission of Covenant Harbor. With the primary focus on the summer Kishwauketoe and Pier 30 programs, the Program Coordinator will work to develop and execute programs year round that align with and fulfill the ministry of Covenant Harbor while fulfilling the goals of the Program Department.

GENERAL QUALIFICATIONS:

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with and support of Covenant Harbor’s mission and vision.
- Be an effective verbal and written communicator in person and in front of large groups of.
- Be able to support the Affirmations of the Evangelical Covenant Church.
- Have a passion for engaging people of all backgrounds and ethnicities to feel welcome, safe and accepted.
- Have a passion for being a servant leader in a Christian ministry organization.
- Be a servant leader and team player with a willingness to “go beyond” the expectations of the job description in working with staff, volunteers, and campers to accomplish stated goals in all areas of programming.
- Be a positive, helpful and active member of the staff community.
- Have experience hiring, training, teaching, and leading staff and/or volunteers.
- Have experience developing and implementing programmed events.
- Thrive in a team environment of collaborative thinking and planning, and be disciplined to work individually.
- Be eager to help with other aspects of camp, including non-programmed events, to support the whole mission.
- Be willing to travel in the midwest occasionally for summer staff recruitment, group relations, marketing purposes and conferences. Typically during business hours, but with up to ten overnights per year.

Additional desired skills or experience:

- Strong theological and biblical knowledge
- Conversational abilities in Spanish
- Certified lifeguard and/or boat driving experience

EDUCATION AND TRAINING REQUIREMENTS:

- A bachelor’s degree or higher Christian education, childrens/youth ministry, biblical studies, or a related field, or equivalent experience serving in full time program leadership at a Christian camp.
- A valid driver’s license with a good driving record.
- Computer knowledge and experience in the use of Microsoft Office and Google Suite. An aptitude and willingness to become proficient in CampBrain and other database management systems.
- The ability to pass a background check and be a person above reproach with high moral integrity.

SPECIFIC DUTIES:

With the Program Director and working in cooperation with others on the Program Team, and other Covenant Harbor staff, the following are the responsibilities of this position.

A. Summer Programs

- Lead, plan, prepare, and supervise Kishwauketoe, a weekly summer program that serves children from 2nd-4th grade, and Pier 30, a weekly summer program that serves kids from 4-9th grade.
- Innovate summer programs to serve diverse audiences and push the camp ministry forward.
- Assist in any and all administrative tasks related to registration, programming, logistics, and evaluations.
- Work on communicating with parents before, throughout, and after camp on a wide range of topics and concerns (programming, policies, discipline, health issues, etc.)
- Evaluate programs, implement changes, and make strategies to improve over time throughout summer.
- Work with the Marketing department in the creation and distribution of summer marketing materials.

B. Program Retreats

- Lead the planning and implementation of Winter Camp Retreats (theme, speakers, teaching, bands, staffing) for 3rd-12th grade.
- Pursue and invest in relationships with Youth Leaders from both Covenant and non-Covenant churches.
- Creatively lead planning for recurring year round programmed retreats
- Seek out potential new opportunities and audiences for additional events and retreats.
- Be on call for assistance with all and the duration of Covenant Harbor sponsored programs or events.
- Work with the Marketing department in the creation of a promotional schedule and website content.

C. Summer Staff Recruitment, Hiring, Training and Supervision

- Assist with the management and innovation of summer staff structures, application, positions, hiring process, including interviews, review, verifying and evaluating all references, timely communication with applicants throughout the hiring process, and issue contracts and paperwork for hired applicants.
- Supervise summer staff as assigned, mentor, lead and guide them to develop and steward their gifts.
- Correct and encourage staff throughout the summer, and complete all necessary documentation pertaining to disciplinary issues, other staff situations, or evaluations.
- Assist with all recruitment strategies to develop a fully staffed and qualified summer team as well as participate in recruiting trips.
- Continue to invest in summer staff relationships from previous summer teams throughout the year.

D. Greater Covenant Harbor Ministry

- Be a positive, helpful and active member of the staff community.
- Support and help with retreats and events at Covenant Harbor.
- Help effectively maintain and steward Covenant Harbor's resources.
- Teach and oversee Ministry Staff, other Covenant Harbor staff, and volunteers in shared tasks.

WORK ENVIRONMENT:

About half of the duties of this position are conducted in an air-conditioned office environment. During the summer and winter camp months, in particular, the Program Coordinator must have a significant presence on the grounds at activity and program areas, which will necessitate a lot of walking. Covenant Harbor is built on a large hill and although there are paved sidewalks, there are also many steps and steep inclines. Exceptional stamina is required since the camp environment requires long days during certain times of the year. Summer months require more than 40 hours working 6 days each week. The nature of the position also requires the ability to travel throughout the Chicago area, and Upper Midwest to meet with guest group leaders, youth pastors, possibly parents of campers as appropriate in promoting programs, and for summer staff recruiting trips. Occasionally, lifting up to 40 lbs. is necessary.

SALARY & BENEFITS:

Type of Position: Full time salaried, year-round

Benefit Package: Salaried Exempt Position - Level IV benefits (Covenant Harbor's highest level of medical and annuity benefits)