



JOB TITLE: Program Coordinator
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 Day Camp and Alpha programs, the Program Coordinator is responsible 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:

This ideal candidate must:

- 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 people.
- 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 and safe.
- 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 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

EDUCATION AND TRAINING REQUIREMENTS:

- A bachelor's degree or higher Christian education, children's/youth ministry, biblical studies, or a related field, or equivalent experience serving in full time program leadership at a Christian camp, church, or youth program.
- 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:

Under the supervision of the Program Director and working in cooperation the Program Team, and other Covenant Harbor staff, the following are responsibilities for this position:

A. Summer Programs

- Lead, plan, prepare, and supervise Day Camp, the daily summer program that serves children from 1st-6th grade, and Alpha, a two week high school leadership and discipleship summer program.
- Invest in the relationships of High School campers as they become staff members over multiple summers.
- 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 the summer.
- Work with the Marketing Department in the creation and distribution of summer marketing materials.

B. Program Retreats

- Lead planning and implementation of year round retreats (Village Retreats, Moms and Daughters, etc.)
- Assist in the planning and implementation of Winter Camp Retreats (theme, speakers, teaching, bands, staffing) for 3rd-12th grade.
- Be on call for assistance during the duration of all Covenant Harbor sponsored programs or events.
- Assist in planning and executing other year round programmed retreats including new opportunities.
- 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 throughout the hiring process and issue employment agreements and paperwork for hired applicants.
- Assist in the planning of summer staff training and with continued training throughout summer.
- 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 recruitment strategies to develop a fully staffed and qualified summer team and participate in recruiting trips.
- Continue to invest in summer staff relationships from previous summer teams throughout the year.
- Build a healthy summer staff community with the Program Team.

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)