

## **Pilgrim Lodge – Program Coordinator Job Description**

**Supervisor:** Assistant Director

**Supervises:** Program Specialists (Music, Nature Education, Arts and Crafts)

The Program Coordinator plays a lead role to ensure that programming needs for each camp session are fulfilled including but not limited to needs for support with worship, challenges, or evening program. The Program Coordinator supports staff in offering creative and engaging Option Time and interest group activities and coordinates closely with the Assistant Director, the deans and counselors to ensure that all programmatic and supply needs are scheduled and accounted for.

### **Program Coordinator Duties and Expectations**

- Attend some counselor meetings to serve as the bridge between staff and the volunteer deans and counselors
- Work with summer staff to generate creative Option Time and interest group offerings
- Train and capacitate staff in leading team building activities (“challenges”) and creative programming
- Support staff members in challenge program planning with completion of periodic evaluation of staff members on challenges to work to help individuals improve skills
- Communicate with the Assistant Director to ensure staff schedules accommodate programmatic needs of each camp and day-to-day activities
- Facilitate transition of campers between volunteers and staff and ensure proper camper/staff ratios
- Work with Assistant Director to organize staff members to prep trip camps
- Supervise and complete evaluations with the camp program staff
- Work directly with campers to offer creative programming
- Distribute and collect evaluations to campers and volunteers
- Assist with camp Mission programming and collection of donations for each camp session as assigned
- Organize every other Saturday clean-up
- Lead incoming volunteer counseling groups in training and challenges

### **General Duties and Expectations**

- Represent Pilgrim Lodge in a professional manner consistent with its mission, values and Statement of Faith.
- Assist campers, counselors and deans with any and all needs. Model this attitude for the staff and work to cultivate a staff culture of service, generosity and kindness.
- Help to build camp morale and sense of community. Encourage growth in fellow staff members.
- Live on-site for the duration of the season and fulfill counselor requirements to supervise and instruct campers as assigned.
- Participate in and lead portions of staff training, activities and meetings.
- Participate in emergency drills and respond to emergencies.
- Help counselors, deans and other staff members to maintain camper supervision at all times
- Lead group building “challenge activities” and lead “interest groups” activities as needed
- Fulfill occasional week-long shifts of living with campers in camper cabin (cabin counselor)
- Assist other staff members with their duties when needed including, helping lead group singing and worship services, helping in the camp store as scheduled, assisting in the kitchen with preparing food, dishes and cleaning, and supporting site maintenance projects.
- If certified as a lifeguard, work at the waterfront and keep waterfront program areas safe, neat and presentable
- Provide support to the kitchen for meal prep and clean-up as assigned
- Clean camp including clean bathrooms, wash dishes & pots, empty garbage and go to the dump including every other week cleaning and preparing the camp for new campers

- Fulfill Community living assignments (i.e.: keeping living space clean, helping set the dinner table)
- Abide by the rules and guidelines set up in the Pilgrim Lodge Staff Manual and Code of Conduct and follow policies of the Maine Conference United Church of Christ.
- Fulfill other duties as assigned

**Qualifications:**

- Age 18 or older
- First Aid/CPR certification, or ability to obtain such
- Must submit health history records prior to first day of work
- Satisfactory background and reference checks

**Knowledge, Skills, and Abilities:**

- Experience leading programs and activities with young people
- Understanding of the developmental needs of youth and a love of working with and relating to kids in a positive manner
- Ability to observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques
- Adherence to safety regulations and emergency procedures
- Ability to participate in an environment that promotes personal growth, community building, and teamwork
- Ability to adapt and be flexibility in changing situations
- Ability to exhibit maturity and role model positive behaviors for campers
- Ability to work independently, organize priority tasks and be self-motivated
- Experience with the basic skills to complete the function in the specified program area
- Willingness to learn and work in a diverse community

**Equipment Used:**

- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, lifeguarding equipment, challenge course equipment
- A variety of hand tools and basic power tools (with training)
- Cleaning equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, dishwasher, washing machines, and dryers
- Golf cart, truck, car (if licensed)

**Physical Aspects of the Job:**

- Ability to work for long periods of time without sitting
- Ability to lift 30 pounds
- Ability to respond to emergencies and situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

**Term of Position:** This is a seasonal position for Pilgrim Lodge’s summer camp program. The position is not eligible for benefits. Wages are “daily” and food and lodging are provided. Dates of employment will be defined in a written letter of hire and will include staff training.

**Mission Statement:** *Pilgrim Lodge extends the ministry of the Maine Conference United Church of Christ through quality camping and retreat experiences. Hosted programs at Pilgrim Lodge emphasize spiritual and outdoor exploration, personal growth, authentic self-expression in a safe environment, and intentional community that affirms individual sacredness.*