



Position Title: Program Coordinator, Youthfront Camp West

Reports to: Senior Director of Camps

Full Time Salaried, Exempt Staff

KEY RESPONSIBILITIES

- Take a lead role in developing curriculum, games, experiences, gatherings, offices of prayer, and HYPE events for all overnight sessions at Youthfront Camp West, including Kids Camp, Middle School Camp, and MS/HS Combine Camp sessions. Ensure that developed content is effective and relevant to campers as well as Youthfront's values.
- Collaborate on the planning of cabin experiences, Teen Staff scheduling and programming, and Summer Staff training schedule.
- Responsible for setting the culture and providing leadership to the entire Program Staff community while also contributing to the culture and leadership of the wider Summer Staff community.
- Directly supervise a select group of Program Staff, including but not limited to these positions: HYPE Crew, Worship Leader, Program Supervisors, Program Assistants, and Ropes Facilitators.
- Work in cooperation with other Youthfront Ministry Directors and Youthfront Staff to create effective spiritual formation experiences for campers, Teen Staff, and Summer Staff.
- Assist in recruiting, interviewing, and hiring the appropriate number of Summer Staff required for the Youthfront Camp West summer program.
- Regularly complete and update tasks within the project management system (Basecamp) and responsibility chart.
- Work with the Camp Director and the West team to purchase programming supplies and ensure that Youthfront Camp West operates within the responsibility budget.
- Collaborate with the Youthfront Marketing Department to market and recruit groups to all programs at Youthfront Camp West.
- Regularly inventory and maintain Camp West's computer, sound, and lighting equipment as well as HYPE, gathering, and offices of prayer supplies.
- Provide administrative support to booking and managing off-season retreat groups.

GENERAL RESPONSIBILITIES

- Assist with organization wide fundraising initiatives
- Attend and help at ministry sponsored events
- Represent the organization, its interest, and programs
- Maintain a positive working relationship with clients, vendors, and partners
- Follow all procedures and policies as outlined in the staff handbook

QUALIFICATIONS

- High school diploma, college degree with at some theological background and/or curriculum development experience preferred
- Have a definite sense of calling to youth ministry
- Possess a high degree of emotional intelligence to navigate interpersonal issues
- Ability to relate to and lead a variety of persons including youth, college students, and volunteers.
- Have leadership and administrative abilities
- Ability to communicate effectively, both orally and in writing, and ability for public speaking
- Ability to plan, execute, and participate in general activities with youth and staff
- Proficiency of MS Office software (and/or Google Apps equivalents) and aptitude for using camp administration, project management, CRMs, and other computer or web-based applications
- Understand basic sound shelf and technical troubleshooting tasks, including sound board, presentation software (ProPresenter), and lighting equipment

Youthfront is committed to the full inclusion of all qualified individuals. As part of this commitment, Youthfront may provide persons with disabilities reasonable accommodations. This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.