



Lazy F Camp and Retreat Center
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SUMMER CAMP COORDINATOR JOB DESCRIPTION

PURPOSE:

Working with the Assistant Director, the Summer Camp Coordinator will oversee the administrative functions of the summer camping program and work with staff to provide a quality, potentially life-changing experience for our summer campers.

RESPONSIBLE TO: Assistant Director

RESPONSIBILITIES:

1. Under the guidance of the Assistant Director, oversee the summer camping program: directly supervise the daily program including behavioral issues, activities, programming, spiritual functions, meals, and night time activities.
2. Perform administrative functions necessary to comply with American Camping Association standards and run a successful camping program.
3. Supervise the summer camp staff.
4. Prepare necessary materials (schedules, rosters, assignments, etc.) in advance to be ready for each week of camp.
5. Help Assistant Director in planning and implementing Summer Camp Staff training sessions, meetings, and social gatherings, prior to the camping season and throughout the summer program.
6. Communicate effectively with summer camp and volunteer staff.
7. Help to implement the summer camp program when needed by leading a small group, leading activities, and supervising campers.
8. Perform other related duties, as assigned by Assistant Director.

QUALIFICATIONS:

Possess strong organizational and administrative skills. Be able to work well with others. Have mature Christian faith and ability to share faith with others.

RELATIONSHIPS AND KEY CONTACTS:

Works closely with the Assistant Director and primarily interacts with Summer Program staff and other year round camp staff.

ESSENTIAL FUNCTIONS

Skill to:

- Maintain vital Christian discipleship within and/or despite the demands of day-to-day camping ministry
- Effectively relate to children and youth in a positive and supportive manner
- Effectively and tactfully communicate in the English language in both oral and written form for effective presentation of information to school-age children and youth in large and small groups
- Flexibility to work with changing conditions and time schedules
- Be proficient with a range of computer programs

- Understand and apply pertinent personnel policies, laws, rules, and regulations
- Have a supportive attitude towards the United Methodist Church

Knowledge of:

- Effective and appropriate instructional strategies and supervision of children and adults in a camp setting
- General maintenance issues, procedures, tools, equipment, and supplies

Physical Ability to Meet the Following Requirements:

- Traverse stairs, and uneven terrain that will include gravel, dirt, and mud
- Live and work in a setting with variable weather conditions
- Hike up to 4 miles in steep terrain
- Move up to 30 pounds of luggage or supplies to the bed of a pickup truck
- Reach, climb, grasp, push, pull, reach above and below shoulder level, squat, and bend
- Must be able to participate on a float trip on a river raft
- Ability to be on your feet for long periods of time.

Work Environment:

- Must be able to work long hours (from appx. 7:00 am until 11:00 pm) with limited number of breaks in the day. As this is a residential position at a 'round-the-clock sleep-away camp, the Summer Camp Coordinator may also be called upon to respond to emergencies during the night
- Must live on-site during summer camp program
- Workplace involves exposure to a number of children and youth
- Uphold standards, policies, and procedures of camping program

Environmental Exposure:

- Temperature conditions may vary considerably depending on the site, time of day, and weather
- Will be exposed to toxic substances in cleaning up after art activities, such as water-based paints, glue, and other art supplies
- May be exposed to dust, pollen, cobwebs, dirt, bats, rodents, and rodent droppings
- Will be exposed to potentially hazardous cleaning substances and pesticides

Mental and Emotional Requirements:

- Ability to make independent decisions, provide own direction, and respond to immediate needs
- Ability to take direction from supervisor and discuss plans with other staff, volunteers, and guests
- Ability to interact cheerfully and positively with supervisors, co-workers, guests, and campers
- Ability to do any job with an attitude of servanthood for Christ's ministry

Time Commitment:

- From about April 1 until May 31, 2018 may be up to 10 hours per week. May be fulfilled off site.
- From June 1 through August 24, 2018: full-time-plus, as described above under "Work Environment." During this time, work will be based at Lazy F Camp outside of Ellensburg, and on-site residence is required.
- From September 1 through about October 1 up to 10 hours per week.
- This position requires a great deal of time and energy; summer responsibilities require long hours during camping season.

COMPENSATION: See Office For Further Details. Housing provided Lazy F Camp and Retreat Center during the summer months.

OTHER: Lazy F will provide personal workspace (desk, computer terminal, telephone, reasonable office supplies) for use by the Summer Camp Coordinator. Workspace may or may not be located in an area occupied and/or used by other staff members.

COURTESY OF LAZY F CAMP: Lodging is provided by Lazy F during the summer. Board is provided during the summer when there is regular meal service offered at Lazy F Camp.

ABOUT LAZY F CAMP AND RETREAT CENTER

Lazy F Camp and Retreat Center is located twelve miles southwest of Ellensburg in the heart of Washington State and the Manastash Canyon. It is situated on 110 acres of mixed forest and open meadows in the eastern foothills of the Cascade Mountains. Lazy F is part of a vital ministry of the Pacific Northwest Conference of the United Methodist Church, serving all nonprofit groups. Our campers are typically from the Pacific Northwest and include our summer camp program supporting faith development and Operation Purple Camp for children in military families. Our guest groups are diverse in nature including different ethnic origins and religious backgrounds including family reunions, schools, nonprofit agencies, and churches. Lazy F is an ideal location for a retreat or conference, providing clean facilities, delicious meals, and attentive personal service. Recreational opportunities available at the camp include fishing in the stocked trout pond; hiking on the seven miles of trails; making crafts; utilizing our challenge course; and shooting on our archery range.