

### Program Coordinator Overview

The Program Coordinator supports summer program operations, supervises summer staff, and ensures a safe, engaging, faith-centered camp experience, acting in consultation with the Director of Programs and Ministry and Program Manager. This role serves as a key communication link between summer staff and leadership, modeling Christian servant leadership in all interactions.

### Key Responsibilities

#### Program Operations & Logistics

- Oversee all daily operations of the summer program, as directed and in consultation with the Director of Programs and Ministry and Program Manager, including transportation, program, staff, and resource logistics.
- Assist with planning and leading staff training sessions.
- Manage camper registrations, check-ins, and check-outs, and facilitate early arrivals or late departures.
- Sort and distribute camper and staff mail and e-mails.
- Maintain records of camper evaluations.
- Recognize and immediately report any suspected child abuse, neglect, unsafe conditions, or risk of self-harm, in accordance with state law and Good Earth Village policy.
- Prepare an end-of-season summary including program operations, staffing overview, camper experience trends, and recommendations for future improvement.

#### Staff Supervision & Support

- Supervise the Summer Staff, providing guidance, encouragement, and support through a lens of servant leadership.
- Serve as a liaison between Summer Staff and the Program Director/Year-round Staff.
- Delegate cabin cleaning duties during the week and for Summer Staff on Fridays.
- Assist with weekly staff housing assignments and ensure changes are communicated clearly.
- Lead or assist with Sunday and Friday staff meetings.
- Be visible and available to counselors, support staff, and other leadership staff for listening, observing, counseling, and encouraging.
- Review and evaluate staff performance and provide constructive feedback.
- Enforce camp policies and rules relating to camper and staff behavior and safety.
- Perform the role of Village Leader if needed to support camper supervision.

#### Worship & Programming

- Coordinate and lead closing worship experiences.
- Participate fully in camp life, modeling and supporting programs that connect campers with faith, community, and the outdoors.

#### Communication & Representation

- Maintain communications with all staff and relay suggestions or comments to the Program Director.
- Follow the direction and supervision of the Director of Programs and Ministry and Program Manager in all matters of program, personal behavior, and camper relations.
- Serve as a representative of GEV to pastors, youth directors, education directors, volunteers, and parents.
- Attend and actively engage in staff meetings, leadership training, and staff training sessions.
- Perform other duties and assignments as requested.

## Why This Role Matters

The Program Coordinator is a critical leader in the summer program, ensuring that daily operations run smoothly and that both staff and campers are supported, safe, and engaged. By overseeing program logistics, supervising Summer Staff, coordinating worship and activities, and serving as a liaison between staff and leadership, the Program Coordinator directly shapes camper experiences, promotes staff development, and fosters a positive, faith-centered camp community. Through visible leadership and modeling Christian servant leadership, and by acting in consultation with the Director of Programs and Ministry and Program Manager, this role helps bring the mission of Good Earth Village to life in every aspect of camp.

## Mission Alignment

Program Coordinators, like all summer staff, are expected to uphold the mission, values, and Christian faith foundation of Good Earth Village. In addition, Program Coordinators play a key role in modeling and fostering leadership within the camp community. Specifically, Program Coordinators:

- Uphold the mission, values, and Christian faith foundation of Good Earth Village.
- Support and follow operational practices consistent with American Camp Association (ACA) standards.
- Ensure the safety, supervision, and well-being of campers at all times.
- Participate fully in camp life, including outdoor activities, worship, and scheduled programming.
- Attend and actively engage in staff meetings, trainings, and leadership sessions.
- Communicate clearly, respectfully, and promptly with campers, staff, and leadership.
- Represent Good Earth Village professionally to families, guests, volunteers, and congregational partners.
- Maintain appropriate professional boundaries and demonstrate integrity, flexibility, and a team-first attitude.
- Respond calmly and effectively to conflicts, challenges, and emergencies.
- Model Christian faith and servant leadership for counselors and campers.
- Encourage meaningful relationships among campers and staff.
- Support programs that connect campers with faith, community, and the outdoors.

## Mandatory Qualifications

- Minimum age: 21.
- At least (2) summers of experience in an Outdoor Ministry setting and (1) summer in a leadership role within an Outdoor Ministry setting.
- Valid Driver's License.
- Previous leadership experience supervising or mentoring staff or volunteers.
- Strong problem-solving and decision-making skills under pressure.
- Experience working with children or youth in a camp, church, school, or volunteer setting preferred.
- Strong communication, interpersonal, and organizational skills.
- Ability to work flexible hours, including evenings and weekends.
- Physical ability to meet the demands of camp life.
- Current CPR/AED and First Aid certification, or willingness to obtain certification during staff training provided by Good Earth Village.
- Completion of mandatory reporting and child protection training during staff orientation.
- Ability to follow and uphold American Camp Association (ACA) standards and camp safety policies.
- Commitment to the mission, values, and Christian faith foundation of Good Earth Village.
- Must pass a criminal background check and be authorized to work in the United States.

## Physical Requirements

- Ability to spend extended periods outdoors in variable weather conditions.
- Ability to walk, hike, and participate in outdoor activities with campers.
- Lift and carry up to 25–40 pounds (e.g., supplies, equipment).
- Perform tasks requiring standing, bending, kneeling, or climbing stairs.
- Respond quickly in emergencies, including lifting or assisting campers if needed.

## Work Environment & Schedule

- Seasonal summer position.
- Work schedule includes long days, evenings, and occasional overnight responsibilities.
- Staff live and work in a residential camp environment.
- Primarily outdoors and in camp facilities, with exposure to varying weather conditions.
- Breaks and time off are scheduled within the weekly camp rhythm.
- Full-time schedule during camp weeks, with hours varying based on program needs.

**Camp Mission & Goals**

Good Earth Village provides a safe, inviting, and nurturing faith community for all participants. Each person and position is valued equally, and this lifestyle is modeled daily through servanthood consistent with our mission: exploring God in Creation, growing faith in community, and engaging the world as followers of Jesus.

**Location:** Good Earth Village

**Reports To:** Director of Programs and Ministry

**Position Type:** Full-Time, Seasonal

**Salary:** Weekly compensation begins at \$450