

**Job Description for Camp Program Coordinator
Christian Church (Disciples of Christ) in Illinois and Wisconsin
October, 2014**

The Camp Program Coordinator will:

1. Be a person of faith who will support the Vision and Mission of the Christian Church (Disciples of Christ) in Illinois and Wisconsin.
2. Work with the Outdoor Ministry Committee to plan, promote and implement the CCIW Camping Ministry.
3. Provide effective and timely recruitment and development of Directors, and assist Directors in recruitment and development of counselors.
4. Select the Camp curriculum and set Camp schedule in consultation with OM and Directors.
5. Check in with Directors during the summer camping period (typically the months of June-July).
6. Maintain a Camp Program Budget.
7. Cooperate and communicate with Camp Host regarding number of campers, needs of Directors, and make sure that a staff person is always on the grounds during the summer camping season.
8. Be present at camps, but not the whole week. 24 hour check in.
9. Maintain adherence to the facility usage policies as adopted by the Outdoor Ministry Committee and/or Regional Church Council.
10. Be able and willing to help market CCIW Camping ministry.
11. Have skills and ability to use technology to communicate and promote CCIW Camps.
12. Recognize the following chain of authority:
 - A. Head of staff will be the CCIW Regional Minister and President or designate.
 - B. Regional Personnel Committee.

Additionally: The Camp Program Director needs to like young people; have the ability to be flexible and resourceful.

Camp Program Coordinator will receive:

This is a contract position; compensation will be \$2500, plus mileage expense.

Camp Walter Scott is a church facility owned by the Christian Church (Disciples of Christ) in Illinois and Wisconsin. While this facility does not discriminate on the basis of religion, sex, race or national origin, it is expected that all employees will respect the religious orientation of the activities that occur here.

There shall be no alcohol, smoking, illegal drugs, weapons, fireworks, and other hazardous materials allowed on the campground.

To the public, the employees of the campground are representatives of the camp and the Regional church and should adhere to the following guidelines:

1. Dress must be clean and neat, be aware of personal hygiene when around guests.
2. No alcohol use allowed when on duty or when duty may call.
3. Single employees must be circumspect with personal relationships at all times, single persons living on the campground should not have "significant others" living in the residence provided by Camp Walter Scott.
4. Married employees must be circumspect with personal relationships at all times
5. Smoking is not allowed at all at Camp Walter Scott.

We agree to these terms and sign below -

Rev. Dr. Teresa Dulyea-Parker
Regional Minister

Date

Date

Job ad:

The Christian Church (Disciple of Christ) in Illinois and Wisconsin is seeking a Camp Program Director to plan, promote and implement our Summer Camping ministry. We seek a person of faith, whose main role will be to recruit and develop relationships with our Directors and Counselors. This person will also oversee the Camp program budget, and offer guidance in policies, procedures and curriculum. The Camp Program Director does not have to live at Camp, only offer supportive presence. To review the job description and apply, please go to