

Ministry Description

Program Coordinator



Responsible to: Managing Director

Direct Report: Personnel Director

Objective:

- The Program Director will serve mostly in a programming capacity in order to plan and carry out various ministry programs at Camp Peniel.

Prerequisites:

- Exhibit a living, active and growing faith in Jesus Christ
- Be at least 17 years of age during the year of application
- Be organized, creative, self-motivated, adaptable, responsible, and a team player
- Have the ability to teach and lead effectively
- Have a level of maturity and wisdom for dealing with staff and campers of all ages
- Hold a minimum Standard First Aid Certificate
- Attend all applicable staff training events

Outline:

- Help in planning Camp Peniel PRs, events, and rental groups in preseason
- Help plan, organize, and execute staff training events
- Plan and organize weekly camp activity schedules (not staff schedule) prior to commencement of camping week. Execute the program within the budget allotted by the Managing Director
- Effectively lead a team of program LITs
- Decorate buildings and organize activities around the summer or weekly theme
- Ensure adequate paperwork is prepared for staff needs
- Ensure that staff have adequate supplies for skills options and free time
- Be responsible for cabin clean-up points, team points, and buttons
- Teach the summer missions program with age-appropriate materials
- Be an encouragement and spiritual example to the staff
- Participate in all required staff activities
- Lead a weekly small group devotional in keeping with the Camp Peniel statement of faith
- Take consistent time for personal prayer and Scripture reading