



**California-Pacific Annual Conference
Of The United Methodist Church**

POSITION DESCRIPTION

POSITION TITLE: **Program Coordinator**

EMPLOYMENT CATEGORY: Non-Exempt

ESSENTIAL MINISTRY TEAM: Leadership

LOCATION: Camp Wrightwood
Camp Cedar Glen

MISSION OF THE UNITED METHODIST CHURCH:

“To make disciples of Jesus Christ for the transformation of the world.”

VISION OF THE CALIFORNIA-PACIFIC ANNUAL CONFERENCE:

“Inspiring the world as passionate followers of Jesus Christ so all may experience God’s life-giving love.”

The Camp and Retreat Ministry of the Cal-Pac Conference seeks to provide:

Deep encounters with God in time spent apart. Inspiration through experiences in Creation. Powerful learning in the Way of Jesus. Shared experiences in intentional community. Leadership development for local church and new ministries. Re-orientation/Re-direction/Re-commitment in the life of faith. Physical activity outside and FUN!

Supervised by: [Camp Site] Director

Supervision responsibility for: N/A

POSITION PURPOSE AND OVERVIEW AND ACCOUNTABILITY

As a member of the *Cal Pac Camps* staff, the Program Coordinator works with the Director to develop the summer camp and retreat season programming and hospitality ministry at the camp in fulfillment of the conference and Cal-Pac Camps mission (see below), and to develop and implement marketing and new ministries that help Camp Wrightwood grow and flourish in service to the Cal-Pac Conference

Evaluation based on:

- Alignment with the mission of the UMC, the vision of the California-Pacific Annual Conference and its Camp and Retreat Ministries.
- Teamwork and decision-making habits consistent with Conference core values and expectations.
- Competencies that include those relating to program development, marketing strategy development, website maintenance, and initiative.
- Level of integrity in the modeling of Conference core values.
- Progress toward and achievement of goals.

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PRIMARY ROLES, ACTIVITIES AND RESPONSIBILITIES

Essential Responsibilities

- Demonstrate an appreciation for and understanding of the mission of the Camp and Retreat Ministry of the Cal-Pac Conference and is dedicated to carrying out this mission.
- Partner with the Director and the other Cal-Pac Camp staff to guide the process for cultivating a camp and retreat ministry which is: Christ Centered, Program Driven, Relationship Based, and Culturally Relevant.

Summer Program Development

- Maintain the summer camp program as site-based at the camp in conjunction with the previous district summer camp leaders, including schedule, themes, curriculum, staff recruitment and training, marketing, registration and evaluation.
- Develop the summer community day camp program and help it grow into a full summer ministry.
- Initiate new summer programs and recruit deans, counselors and participants to help meet the Cal-Pac Camps goals.

Retreat Hospitality and Program Development

- Initiate new retreat programs for children, youth, young adults, adults and families in service of the Cal-Pac Conference mission to support the ministries of the local congregations, including recruitment of leaders and participants.

Marketing

- Develop and implement a marketing strategy that helps grow participation in the summer camp program that continues to grow year-on-year.
- Work to develop and implement a marketing strategy to grow awareness and participation by all of the churches in the Cal-Pac Conference and its Camp and Retreat Ministry as it relates to the mission of calling and nurturing world-changing disciples.
- Work with the development and maintenance of the website for the camp.
- Coordinate production of print materials and audio-visual resources for the camp.

Other Duties

- As a part of the camp staff, perform other duties as assigned to fulfill the overall ministry of the camp and the Cal-Pac Conference Camp and Retreat Ministry.

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PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly required to use hands to finger, handle or feel.
- The employee frequently is required to walk, sit, stand and talk or hear.
- The employee is occasionally required to climb or balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Position involves some travel outside of Wrightwood to meet with summer camp and retreat leaders and volunteers and Cal-Pac Conference churches.
- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- The noise level in the work environment is usually moderate.

This position description has been designed to indicate the general nature and level of work performed by the employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job, and may be subject to changes in the future.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

The individual must possess the following knowledge, skills and abilities, and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Knowledge of United Methodist structure with ability to articulate United Methodist theology.
- Must be culturally sensitive and demonstrate experience working with multi-ethnic groups.
- Language Skills – must have the ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries and complaints. Uses original and innovative techniques or style to write speeches and articles. Have effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or Board of Directors. Bi-lingual preferred.
- Mathematical Skills – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Knowledgeable in concepts of basic algebra and geometry.

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- Computer skills – proficient in Microsoft Office, knowledge and experience with Adobe Creative Suites preferred.
- Some experience in marketing to assist in the development of designing websites and brochures preferred.
- Reasoning Ability – Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES/LICENSES

Must possess a valid driver’s license.

EDUCATION/EXPERIENCE

Bachelor’s Degree (B.A.) or equivalent; or equivalent combination of education and experience; theological training a plus.

Acknowledgement Receipt

I have read and understand the position description information and hereby state that I can perform the essential functions of the job with or without reasonable accommodation.

Print Employee Name

Employee Signature

Date

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