

BEAR CREEK

Leadership Development Coordinator

Responsible to: Program Director

Qualifications:

1. Preferred 21 years of age.
2. Enrollment at a college, university, or trade school preferred.
3. At least 1 year of prior organized camp experience preferred.
4. Certification in First Aid and CPR.
5. Possess strong listening and communication skills.
6. Ability to model Christian values.
7. A growing, searching, and tolerant Christian faith.
8. Interest, knowledge, and skills in a variety of camp programs.

Essential Functions:

1. Be able to lift and carry 25lbs
2. Participate in strenuous outdoor activities
3. Ability to live in a cabin with others (campers and/or staff)
4. Participate in and lead events and meals in a large, noisy setting

General Responsibilities:

1. Serve as an active member of the Leadership Team and support overall program and operations.
2. Train, supervise, support, and check in with summer program volunteers.
3. Create within the Counselor-in-Training groups an atmosphere of Christian community which will promote spiritual, physical, intellectual, and social growth among its members.
4. Design and lead Counselor-in-Training (CIT) programs
5. Encourage and affirm all Counselor-in-Training participants.
6. Serve as a resource person and support system for each participant in the Counselors-in-Training (CIT) program.
7. Be familiar with and encourage staff to abide by the American Camp Association (ACA) Accreditation Standards.

Specific Responsibilities:

1. Organize and lead unit-wide activities as well as opening day evening program.
2. Assign staffing for camper choice program.
3. Hold a feedback session with each volunteer at the conclusion of each program week.
4. Ensure each group completes daily cleaning assignment.
5. Oversee the storage and use of trip supplies for off-site trips.
6. Replenish cleaning supplies.
7. Perform weekly site evaluation.
8. Serve as pool manager.
9. Instruct and facilitate kayaking, archery, team building, and high ropes.
10. Participate in and provide support for evening worships and programs.
11. Design agenda and schedule session leaders for the Counselor-in-Training (CIT) program.
12. Evaluate Counselor-in-Training (CIT) participants.
13. Prepare and set up Christwalk.
14. Serve as residential counselors when necessary.
15. Serve as substitute for Unit Director during their time off.
16. Perform additional duties as assigned.

Evaluation process:

Program Director will provide a formal performance evaluation at the middle and conclusion of the summer.