



## **Volunteer Coordinator**

**Job Summary:** Individual to provide leadership, spiritual investment, support and training for highschool volunteers and interns. Individual will recruit, schedule and oversee volunteers and interns, and demonstrate Christ-like leadership for staff and campers.

**Responsible to:** Primary. Program Director 2nd. Executive Director

### **Qualifications:**

1. Demonstrate an active and growing personal relationship with Christ.
2. Demonstrate a godly example both on and off of camp grounds.
3. Demonstrate leadership qualities and skills.
4. Demonstrate spiritual and emotional maturity, ability to handle conflict with maturity and able to work as a mentor to highschool students.
5. Demonstrate a willingness to serve and strong self motivation.
6. Possess a heart for kids of all ages.
7. Possess ability to solve problems and think for oneself.
8. Demonstrate a willingness to learn from "mistakes" and camp situations as they arise.
9. Completed high school, preferably having one year of college or work experience.

### **Responsibilities:**

1. Attend staff training and staff meetings.
2. Recruit, schedule, train and oversee volunteers in coordination with staff point people. Scheduling will begin approximately in April. Strong communication on scheduling with volunteers and their parents about the weeks they are scheduled is key, this includes regular updates in a timely manner.
3. Review applications, interview and select interns in coordination with program and executive directors.
4. The vision is to see the volunteer program become more intentional in training and experience- to build leaders through developing a culture of spiritual growth, relational community and increased self-awareness and confidence in gifts and roles. Volunteer director will contribute and carry out ideas to this end.
5. Coordinate and lead volunteer/intern meetings and trainings in coordination with the program director, intern mentors and volunteer point staff.
6. Carry out intern curriculum providing leadership and skill based training, staff and peer to peer support and spiritual development for interns.

7. Provide follow up and invite/provide means of feedback both formally and informally from volunteers on programming, trainings, and relationships with staff to improve and develop the experience in the future.
8. Be the primary point person for the volunteers. Dish crew will primarily report to kitchen assistant and work crew to maintenance assistant or staff they are working with on any given task. For program tasks program director will be the main point person. Counselors will be largely involved with JCs.
9. Create means of volunteer care and encouragement both formally and informally. This should include scheduled group meetings, one on one check in with each volunteer weekly and an end of summer or end of week token of appreciation.
10. Respectfully abide by and enforce all camp guidelines, expectations, and standards.
11. Participate in programming activities as schedule allows, such as chapel skits, games, music, skills classes, night games, and special activities.
12. Lead flag raising devos when scheduled, 2-3 times per summer.
13. Participate in end of the week cleaning.
14. Serve guest groups if and when needed/scheduled.
15. Be available to help in any area needed. These may include, but are not limited to free time options, kitchen, maintenance, canteen, cabin assistant, office, cleaning, and grounds.

**\*\*All staff at Covenant Park Bible Camp serve as stewards of the Mission to create a space that demonstrates the saving work of Jesus and the call to be in relationship with Him through their individual positions. The Volunteer Coordinator will plan and implement means of spiritual growth and encouragement for the volunteers. They will offer spiritual guidance to the highschool volunteers and interns. They will mentor interns through Bible Study, Leadership Training and practical, hands-on skills training. They also may be called upon to fill the role of cabin counselor.**