

Position Available

The Pennsylvania Council of Churches Campground Ministry Committee is accepting applications for the position of **PCC Campground Ministry Coordinator**. It is a part time position involving approximately 650 hours per year, with scheduling based on job requirements. In addition to a competitive salary, based on experience and ability, mileage reimbursement will be made at the current IRS rate. The Coordinator will report to the Campground Ministry Committee which is responsible for managing the Pennsylvania Council of Churches Chaplains in the Parks program

Primary Responsibilities will include the following:

- Contact Funding Partners and Local Support Committees to determine whether or not they will be inviting the previous year's chaplain to return.
- In conjunction with Local Support Committees, recruit prospective candidates to serve as chaplains.
- See that the various background checks and clearances are received for chaplains as required by law. Also collect documents needed to add chaplains to the payroll.
- Work with the Campground Ministry Training Facilitator to plan and conduct the annual chaplains' training event and mid-summer chaplains' gathering.
- Maintain communication with chaplains, Local Committees, and Funding Partners using current technologies.
- Identify webmaster to maintain Campground Ministry website and provide information to that webmaster to keep the website up-to-date.
- Provide supervision/oversight for the PCC Administrative Assistant who maintains and records weekly offering and attendance reports from the chaplains, prepares paperwork for chaplains to be placed on payroll, orders nametags and T-shirts for chaplains, etc.
- Prepares for distribution an annual Friends of the Chaplains in the Parks Appeal letter.
- Monitors the weekly reports from chaplains and reviews and authorizes expense reports from chaplains.
- Prepares reports for the spring and fall Campground Ministry Committee meetings and attends those meetings.
- Prepares and authorizes the annual budget for each park chaplaincy site.
- Follow-up on unpaid Partner Shares.
- Perform other duties, as required.

Additional responsibilities include (with the assistance of Campground Ministry Committee members):

- Meet with Local Support Committees on site if help is needed.
- Provide training for local committees.
- Work to reactivate ministry sites that have become inactive.
- Enlist new Funding Partners.
- Attend worship services or other activities conducted by chaplains during the summer.
- Respond to requests for advice or support from chaplains as needed.
- Work in conjunction with the Administrative Assistant to maintain the Campground Ministry database.

Resumes or Letters of Application should be sent to the PA Council of Churches office at 900 S. Arlington Ave, Suite 211A, Harrisburg PA 17109-5024. **The deadline for applications is August 20, 2017.**

Questions can be addressed to Pr. Glenn Simmons, Chair of the Campground Ministry Committee, at Ph: 610-928-0125, email: glsim@ptd.net