

**PENN CENTRAL CONFERENCE – UNITED CHURCH OF CHRIST
POSITION DESCRIPTION – COORDINATOR FOR CAMPS and RETREATS**

The Position:

The Coordinator for Camps and Retreats is a part-time position. This person has responsibility for coordinating the summer camping program, and planning retreats for members of the Penn Central Conference. This is an administrative position hired by and directly responsible to the Conference Minister.

Qualifications:

- Spiritual maturity and a passion for outdoor ministries.
- Demonstrated organizational and administrative skills to envision and implement an annual summer camping program that provides an outdoor spiritual growth experience for children, youth and adults.
- Openness to exploring new ideas, offerings, and forms for the ministry of camping and retreats.
- Excellent and persuasive communications skills to promote the programs and retreats to the churches of the Penn Central Conference.
- Demonstrated skill at recruitment, leading groups, empowering volunteers, and facilitating and evaluating effective programming.
- Knowledge of American Camping Association camping standards.
- Basic first aid training and working knowledge of emergency management techniques

Responsibilities for Summer Camping Program:

1. Recruit, hire and train Camp Directors for each summer camp program:
 - a. Arrange for clearances for all persons in accord with Child Protection Laws and state regulations
 - b. Facilitate safety training for archery, canoe, trail camps, etc.
 - c. Facilitate orientation for all camp directors including resident camp boundary training.
2. Design and manage the summer camping schedule:
 - a. Set the registration fee schedule for the summer camps in consultation with United Camps, Conferences and Retreats (UCCR) management firm for Hartman Center and in collaboration with the Conference Minister
 - b. Design the annual camping brochure (with assistance from the Hartman Center Advisory Council)
 - c. Print and distribute brochure in early December
 - d. Collaborate with PCC office staff on registration of participants
 - i. Determine registration information needed and timelines
 - ii. Facilitate information-sharing with UCCR, directors, food services, nurse, etc.
3. Review and Secure curriculum in harmony with Conference Vision Statement and approval of the Conference Minister
4. Recruit participants via marketing, church visits, association meetings, etc. (with assistance from the Hartman Advisory Council). Set annual recruitment goals and evaluate results.
5. Secure as hired persons or as volunteers appropriate staff:

- i. Chaplain(s)
- ii. Nurse(s)
- iii. Summer Staff Team (SSTs) who will serve as cabin counselors, program assistants, and certified lifeguards (usually are college students and former campers).

6. Oversee the Summer Camping Programs while in session:

- a. Reside at camping facility during programming
- b. Collaborate with the UCCR Site Manager for any special needs, cabins, etc.
- c. Consult with UCCR regarding merchandise for the camp store
- d. Arrange for photographs of groups as needed
- e. Trouble-shoot as needed and oversee staffing questions and issues as they arise
- f. Compile a report of the complete camping program for the fall meeting of the Board of Directors
- g. Communicate appropriate thanks to all persons involved in the programs

Responsibilities for Retreat Coordination:

- a. Secure leadership to plan annual retreats at the Hartman Center for men, women, youth and special groups
- b. Coordinate with UCCR to secure dates and appropriate facilities
- c. Arrange schedules, registration process, and recruitment in coordination with conference office
- d. Provide support, evaluation and follow-up with leaders

Expectations:

It is estimated that this position will require approximately 100 units (one day = 3 units) of time per year.