

DUBOIS CENTER
Illinois South Conference United Church of Christ
Position Description – Summer Camp



TITLE: Village Coordinator
REPORTS TO: Director of Outdoor Ministries
SALARY: Entry Level Salary is \$275 - \$300 per week, plus meals and lodging during camp sessions

Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation

GENERAL INFORMATION: DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ. Membership in a UCC church is not a requirement for employment – just a sincere desire to share God’s love and serve others. Summer staff, supervisors, chaplains, site and health care staff work as a team to plan and implement the camp program and ensure the health and safety of each person involved. *The primary focus of this position is providing unselfish service to others.*

POSITION OVERVIEW: Supervise counselors and overall program for camp sessions housed in assigned village including scheduling staff and program planning & implementation. Assist with staff training. Serve as a collaborative member of the summer leadership team which may include serving in another capacity for a week or two. **NOTE:** The campers in the Main Camp Village are typically 7-12 years old. However, there are family, parent-child and other specialty camps for older children and youth scheduled there as well. The Rustic Village serves primarily 11-18 year olds.

GENERAL QUALIFICATIONS for All Positions:

- Enjoys working with people of all ages and possesses a sincere desire to serve others
- Is willing to share their faith with others
- Is able to accept and provide supervision and constructive coaching
- Is flexible and open to growth
- Is physically active, in good health and emotionally stable
- Is willing and able to work in a non-smoking, drug and alcohol-free environment
- Consistently demonstrates a high level of ethics and Christian values

SKILLS & CERTIFICATIONS:

Required

- minimum age: 20 with emotional maturity, 21 or older preferred
- successful experience in camp and/or recreation leadership and proven ability to inspire and lead individuals & groups (small & large) of children and youth
- current certification in First Aid and Child-Adult CPR/AED
- ability to provide primary leadership in a wide variety of camp activities
- successful completion of up to 8 hours of designated online pre-camp training

Recommended

- valid driver’s license
- skills and successful experience in training and supervising paid and/or volunteer staff, and organizing and coordinating tasks and schedules
- current Lifeguard certification (seeking at least 7 staff with this certification)
- training and/or current certification in low ropes or teams courses
- guitar playing & song leading ability (seeking 3 or more staff with this skill)

JOB SEGMENTS:

- Provide for the health and safety of all campers and staff at all times.
- Treat all people with dignity and respect, and be a positive role model in all aspects of camp life.
- Participate in and assist with the leadership of staff meetings and training sessions.
- Schedule, supervise, coach, evaluate and support counselors assigned to your village.
- Work to build a supportive, inclusive and effective Christian community among the paid and volunteer staff members and the campers.

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VILLAGE COORDINATOR - JOB SEGMENTS (continued):

- ❑ Nurture the faith development of campers and staff.
- ❑ Work collaboratively with Health Care Providers, Chaplains, Directors and Resource People, ensuring they are welcomed into the camp family and are included as a vital part of the summer team.
- ❑ Assist with regular emergency drills.
- ❑ Ensure general camp areas are safe and in good repair.
- ❑ Ensure there is an adequate supply of program supplies and equipment on hand.
- ❑ Work with Summer Leadership Team on weekly planning and the scheduling of program activities.
- ❑ Design, supervise and provide leadership for large group activities and special events.
- ❑ Work collaboratively with other coordinators to design and implement designated specialty camps.
- ❑ Plan and lead faith-focused and curriculum-related activities.
- ❑ Engage directly with the campers each day, working with counselors and the leadership team to support campers having difficulties adjusting to the camp environment and behavior standards.
- ❑ During the week, spend time with each family group and camp session assigned to your village.
- ❑ Lead a wide variety of activities and provide time-off coverage. When working with family groups, provide support and coaching for less experienced leaders and model energized and dynamic leadership.
- ❑ Assist with support tasks as time allows, and other duties as assigned.
- ❑ Assist with camper and parent arrival and departure procedures, being a welcoming presence.
- ❑ Complete end-of-week and end-of-summer closing procedures including evaluations and clean-up.
- ❑ Work collaboratively with the year-round staff, other coordinators and summer staff to achieve camp goals, maintain health and safety standards, and develop and nurture the staff team.
- ❑ Create and maintain a positive image at all points of contact with the public.
- ❑ Abide by Illinois South Conference and DuBois Center procedures and policies.

ESSENTIAL FUNCTIONS:

1. Abilities to communicate and work with individuals and groups of varied ages, backgrounds and skill levels, plan and lead appropriate activities and provide necessary instruction, coaching and support.
2. Cognitive and communication abilities to plan and facilitate activities to achieve objectives for camper and staff development.
3. Abilities to communicate and train staff and campers in safety regulations and emergency procedures.
4. Abilities to observe camper and staff behavior, assess its appropriateness, enforce safety regulations, follow emergency procedures, and apply appropriate supervisory, behavior management and intervention techniques.
5. Visual and auditory abilities to identify and respond to environmental and other hazards related to the camp setting.
6. Physical and cognitive abilities to respond appropriately to situations requiring first aid or other emergency procedures.

DAYS OFF: Coordinators have a minimum of two days (48 hours) off every two weeks or one day (24 hours) off every week, as scheduled by the Director of Outdoor Ministries. You may request specific days off, but requests are not guaranteed.

SUMMER PROGRAM STAFF RECEIVE:

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| + meals and lodging while in camp | + a salary or stipend, paid twice a month |
| + accident insurance, while on duty | + 7-9 days of intensive training |

SEASON: The season for Coordinators runs from May 25 through early August. Additional days before and after the regular season are available, will be negotiated.

TO APPLY: Contact DuBois Center or go online to receive an **Employment Packet**. It will include an application, reference forms, which you will need to have completed and returned directly to the office. Interviews will be set up after completed applications have been received.

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