



TITLE:	Village Coordinator
REPORTS TO:	Co Executive Directors
SALARY:	Entry Level Salary is \$400-\$420 per week, plus meals and lodging

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.

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 Main Camp Village are typically 7-12 years old. However, can also include parent-child and other specialty camps for older youth. Rustic Village serves primarily 11-18 year olds.

SKILLS & CERTIFICATIONS:**Required**

- minimum age: 20 with emotional maturity, 21 or older preferred
- current certification in First Aid and Child-Adult CPR/AED
- proven leadership skills, and ability to inspire and lead individuals & groups of children and youth
- organizational skills and the ability to coordinate tasks and schedules
- 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
- successful experience in training and supervising paid and/or volunteer staff
- current Lifeguard certification (seeking at least 7 staff overall with this certification)
- 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 collaboratively with Health Care Providers, Chaplains and Resource People, ensuring they are welcomed into the camp family and are included as a vital part of the summer team.
- ☐ Work to build a supportive and effective community among the paid and volunteer staff members and the campers.
- ☐ Lead and/or assist in-service emergency drills.
- ☐ Ensure general camp areas are safe and in good repair.
- ☐ Ensure there is an adequate quantity 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.
- ☐ 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 clean-up and evaluations.

- ❑ 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:

- + meals and lodging while in camp
- + a salary or stipend, paid twice a month
- + accident insurance, while on duty

SEASON: The season for Coordinators runs from May 22 through early August. Additional days before and after the regular season are available and will be negotiated.

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

OUR INCLUSIVITY STATEMENT

Because we affirm the value of all God's people, the Illinois South Conference of the United Church of Christ does not discriminate on the basis of age, race, ability, national origin, religious background, sexual orientation, or gender identity. To the extent possible, we endeavor to accommodate those with a variety of physical, mental, emotional, medical, or dietary needs.

OUR WISE COMMITMENT

As a WISE Conference of the United Church of Christ, we are committed to the welcoming, inclusive, supportive, and engaging work of reducing stigma and promoting the inclusion of people with mental illness in the life, leadership, and work of the Illinois South Conference.

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