

CAMP CONQUEST

Job Description For Staff Coordinator

I. Introduction

- A. Qualifications – The position requires a person committed to full-time Christian ministry in a parachurch organization, who is in agreement with the Statement of Faith of the Charis Fellowship. <https://charisfellowship.us/cfi>
1. Education: Bachelors Degree in a related field (exceptional job experience may substitute)
 2. Experience: Three years of progressive leadership in a camp setting or related ministry leadership roles.
 3. This job is linked to the Missionary Job Description which applies to each volunteer and staff member at Camp Conquest.
- B. Areas of Responsibility – The Staff Coordinator is an administrative position that assumes responsibility for all aspects of seasonal staff engagement. Other responsibilities will include duties in guest services, janitorial, maintenance, grounds, food service as well as other areas as needed. The position reports directly to the Assistant Director and works closely with the Program Coordinator.
- C. Organizational Competencies – The following responsibilities recognize the importance of quality support to the mission of Camp Conquest and its ministry focus:
1. Active consistent relationship with an established local church at which the staff member and family regularly participate in worship.
 2. Networking: Able to communicate the vision, goals and needs of the organization in multiple and various settings with the result of bringing new people and resources into participation at every level of the camp setting.
 3. Connecting: Able to connect with people on a personal level and establish a relationship between the individuals, themselves and the camp.
 4. Integrity: Psalm 15
 5. Responsibility: Works independently, in a safe and appropriate manner in accordance with safety and organizational policies and procedures. Demonstrates both problem-solving and problem-prevention skills equal to the expected level of responsibility for their job.
 6. Sensitivity: Treats others with consideration, courtesy and respect.
 7. Timeliness: Completes projects within allotted time, taking into consideration ministry and camper needs.
 8. Cooperation: Displays good organizational skills and utilizes resources appropriately. Maintains consistent communication with other staff members to assess level and direction of program and guest services ministries.
 9. Thoroughness and accuracy: Meets all the requirements of the position. Works carefully and precisely, with attention to detail.
 10. Performs duties willingly, shares necessary information with coworkers when appropriate and needed.
 11. Remains composed in stressful situations and takes action to restore calm.
 12. Cooperates with committees and other subgroups within the ministry.
 13. Performs duties with initiative and creativity for the benefit of the ministry purpose.

II. Duties and Responsibilities – This person will be responsible for all aspects of Seasonal Staff engagement with a desire to lead with a “Shepherd’s Heart”.

A. Staff Engagement

1. Recruitment
 - a. From Colleges, Churches, Ministry Events
 - b. For Camp Events, Guest Group Activities
 - c. Primary Skill: The ability to play hide and seek
2. Representation
 - a. Acting and speaking on behalf of the camp at Churches, Gap Year Programs, Colleges, Christian Schools, Community Events, Camp Community, Other Events
 - b. Primary Skill: Story Telling
3. Relationship
 - a. Start, maintain, and end connection with people well
 - b. Full-time staff, Seasonal Volunteers, Seasonal Paid Staff
 - c. Primary Skill: Love – to will the good of another, to be committed to their flourishing

B. Culture Cultivator

1. Tasks
 - a. Develop a healthy interpersonal experience for the people of Camp Conquest
 - b. Develop Content and Culture of Discipleship Programs
 - c. Develop Content and Culture of Seasonal Staff Training
 - d. Assist Program Coordinator
2. Spiritual Intelligence
 - a. Have a personal and active relationship with the Triune God of the Bible
 - b. Have a love for all people, and especially Believers
 - c. Practice the spiritual disciplines
 - d. Understand Documents of Identity
 - e. Charis Commitment to Common Identity
 - f. Camp Conquest Distinctives of Faith
3. Mission Intelligence
 - a. Understand the Mission of the Kingdom of God
 - b. Understand the Who, What, Why, and How of Camp Conquest
 - c. Understand how your personal gifts can align with the camp mission
4. Cultural Intelligence
 - a. Understand the current cultural context; having it inform and influence the way you engage people in Secular, church, and camp cultures
5. Generational Intelligence
 - a. Have a basic understanding of the different generations; having it inform and influence the way you engage each one
 - a. Baby Boomers, Gen X, Millennials, Gen Z, Gen Alpha
6. Communication Intelligence
 - a. Be able to effectively communicate with the people of Camp Conquest
 - b. Audience: Staff, Volunteers, Parents, Campers, Extended Audience
 - c. Forms: Spoken, Written, Video, Social Media, etc.

C. Program Ministries

1. Staff Coordination

- a. Responsible for all aspects of staff and volunteer involvement in program areas including recruitment, supervision, shepherding and follow-up.
 - b. Coordination with Office Manager to process all staff and volunteers through the application and background check process with the assistance of the HR Admin.
 2. Develop new programs in cooperation with other leadership staff
 3. Develop Team Leaders and serve with the Program Committee to assist with all aspects of program
 4. Camper Coordination, in cooperation with the Office Manager
 - a. Responsible for all aspects of camper involvement including recruitment, supervision, shepherding and follow-up.
 - b. Responsible for all interactions with parents and church leaders concerning program with the assistance of the Program Coordinator
- D. Guest Group Ministries
1. Alternate weekend hosting responsibilities with other staff and trained volunteers
 2. Provide (and/or oversee) all program staffing needed by guest groups
 3. Assist Guest Group Coordinator with facility preparation for group use
- E. Fellowship Encouragement
1. Meet with the children's ministry and youth staff of district churches on a weekly basis during the school year to provide encouragement and support
 2. Meet with other fellowship affinity groups such as men's or women's groups to share opportunities to serve at Camp Conquest
 3. Participate in the leadership of the District Youth Committee or act in its stead to coordinate district youth activities on a regular basis.
- F. Maintenance
1. Assist the Maintenance Coordinator as needed.
 2. Be responsible for the maintenance of all program equipment and activity areas in cooperation with the Program Coordinator.
- G. Other Duties
1. Kitchen, in cooperation with Food Service Director
 - a. Assist in Food Service for Conquest Programs
 - b. Assist in Food Service for Guest Group Ministries
 2. Office and Administrative
 - a. Assist in the general office duties
 - b. Attend and be an active participant in all Conquest events and activities.
 - c. Keep close communications with other staff to preserve harmony of schedule, implementation of program, maintenance of facilities and goal-oriented ministry.
 - d. Be active in CCCA, ACA and continuing education opportunities.
 3. Promotion and Development
 - a. Present the camp program, needs and opportunities in local churches, schools and other available locations.
 - b. Be camp representative at District and community events
 4. Support
 - a. Raise financial support for position as set by the Board annually

III. First Year Priorities

- A. Continue the momentum built by previous Staff Coordinator in the discipleship of seasonal staff.
 - 1. Serve as a Camp Pastor to our seasonal staff, with a focus on the Jr. Staff.
 - 2. Build a summer training program for staff members 15-18 year old that trains them in Biblical truth, camp tasks, and life skills.
 - 3. Build a 'youth group' style ministry that engages STACC alumni year-round in service opportunities in the Charis Fellowship and Cocalico Community as well as continues training and encouragement in Biblical truth and Christian life.

- B. Increase ministry partnerships to support year-round usage of camp property.
 - 1. Manage the continued growth of Conquest Day Camp through ministry partners.
 - 2. Develop unique, creative, community partnerships that serve both parties.