

Manitoqua Ministries

Summer Job Description

Department: Summer Staff

Job Title: SAMs Coordinator

Reports Directly To: Program Coordinator

Position Summary

The SAMs Coordinator is responsible for developing and facilitating the SAM program, as well as leading and developing (22) high school male and female SAMs (Servant At Manitoqua)

Qualifications:

- Ability to care for, love, teach, and work with high school students in a camp setting
- Actively pursuing personal Christian growth
- Former Manitoqua experience helpful
- Has a teachable spirit open to new ideas
- Skills in interpersonal relationships, communication, and supervision
- Strong desire to love and work with children and staff in the camping environment
- First Aid and CPR certified
- Age 20 years or older

Responsibilities and Expectations

- Attend coordinator and staff orientation
- Reside in assigned SAMs staff and camper housing for the summer
- As a SAMs coord, you will need to care for your kids the whole time they are here (two weeks including weekends). You will be given a 2 hour break Tuesday, Wednesday and Thursday
- Oversee the SAMs program
 - a. Communicate with clear understanding the purpose and expectations of the SAMs program to staff, campers, and families
 - b. Practice good behavior management within the guidelines and structure established in the SAMs
 - c. Work alongside the Program Coordinator, housekeeping, and kitchen coordinator in establishing responsibilities for SAMs
 - d. Assist at SAMs check-in
 - e. Evaluate SAMs on performance and character
 - f. Manage the care and purchasing of materials and supplies for the program
 - g. Manage the SAMs budget as established by Manitoqua Ministries
 - h. Assist in managing the inventory, procedures, and schedules of the Pickle Shack (camp snack shop)

- Responsible for the implementation of the SAMs program
 - a. Facilitate curriculum for the SAMs program including small and large group sessions
 - b. Help plan evening community builders
 - c. Help plan an intentional weekend outing
 - d. Help coordinate and participate in SAMs service group schedules
 - e. Facilitate SAMs on the Adventure Zone
- Collaborate with fellow SAMs coords
 - a. Schedule and participate in planning and debrief meetings
 - b. Encourage ongoing evaluation of self, staff, and SAMs
 - c. Communicate clearly with other summer programs regarding their needs, as well as the needs of the SAMs program
- Welcome all campers upon their arrival
- Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)
- Be prepared with the necessary materials for each day
- Help generate ideas and develop programs
- Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
- Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
- Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
- Help develop a family and greater community environment with in day camp groups including good behavior management practices
- Be an advocate for community with staff
- Be able to share the gospel with anyone and seek opportunities to do so
- Be committed to the study of God's word and prayer for campers and staff
- Be present at REZ camp opening ceremonies Mondays at 7pm
- Attend all program meetings
- Attend the all staff debriefs on Friday afternoons at 5pm
- Attend the all staff prebriefs on Sunday afternoons at 4:45pm for announcements, dinner, small groups, and worship
- Attend the Staff Retreat and Staff Party
- Present a full evaluation of personal performance and camp operations at the close of summer
- Perform other duties as requested by the Program Coordinator
- Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual