

Help Wanted

Summer Camp Coordinator

The Camp Committee of the Episcopal Diocese of Springfield is seeking a Camp Coordinator for its summer camp. Camp is held for one week each year at Camp Wartburg near Waterloo, Illinois. The Camp is for school-age youth. The purpose of the Camp Coordinator position is to coordinate and manage the program and its human resources and strategic operations.

The Camp Coordinator's position has two distinct time-frames. The first is the months leading up to Camp. The second is the actual week of Camp. Prior to Camp, the Coordinator does the following: Work with the Session Directors and Camp Committee to develop the theme for that year's Camp and to plan for its implementation; seek out and nominate Session Directors, Lead Spiritual Director and Camp Registrar; work with the Session Directors and Camp Committee to recruit Camp Counselors and support staff; develop and implement a plan to promote the Camp including working with the Diocese's Communications Coordinator; create maintain or cause to be maintained social media accounts and internet presence; create or cause to be created brochures and flyers and marketing displays to promote Camp; and promote Camp with congregations in the Diocese. Prior to Camp beginning, the Coordinator will provide or cause to be provided appropriate training for staff.

At Camp, the Coordinator will oversee daily operations of the program, staff supervision, and the health and safety of Camp staff and campers. The Coordinator will coordinate the Camp program with the resident camp staff of Camp Wartburg for the provision of food service and special programming. The Coordinator will have sole responsibility for the Camp from the time the first participant arrives until the last participant leaves.

The Camp Coordinator is selected by and overseen by the Camp Committee of the Diocese of Springfield. The Coordinator will attend all meetings of the Camp Committee (which are usually by video conference) and will submit timely reports to the Camp Committee.

Qualifications: A college degree or equivalent experience with some experience with youth programs. Leadership experience working with youth, preferably with camp programs. Pass criminal and sex offender background checks. Meet physical requirements for the position.

Compensation: \$5,000 per year. This is a contractual position. No fringe benefits are provided.

Applications: Submit a statements of interest, your qualifications, and a resume to: Camp Committee, Episcopal Diocese of Springfield, 821 South Second Steet, Springfield, Illinois 62704 or by email to administrator@episcopalspringfield.org.

Questions or for more information: Call Donald Monty at (618) 549-0372