

Sacramento Camp and Conference Center

Job Description: Program Coordinator

Responsible To: Program Manager

Status: Full-time W/ Benefits



Qualifications:

- Is in agreement with the philosophy and policies of Sacramento.
- Is eager to learn, loves people, and shows a consistent walk with God.
- Eager to know and love the guests of this ministry thus fulfilling our mission and vision.
- Must be able to work with and organize groups of people to a singular mission.
- Demonstrates wisdom and discernment while making decisions.
- Be of good character, integrity, humility, adaptability, and enthusiasm.
- 3 Years of camp ministry experience recommended.
- Be at least 21 years old, graduated High school, have a valid driver's license, and pass a background check.
- Ability to work in a rugged mountain setting.

Responsibilities:

- Provide the Program Manager with a weekly and quarterly written plan of action.
- Work with Summer Camp Deans and their teams to ensure a quality camp:
 - Curriculum development | Volunteer recruitment and training | Advertising | Event scheduling | Check-in/out | Be an active part of each camp | Be available to stay in the rooms with the campers | Lead small groups |
- Work with the Program Manager and Program Committee to continually update policies to ensure operational efficiency and overall safety for the camps.
- Be part of the hiring process, Supervise, Train and Schedule summer counselor staff.
- Recruit new churches to utilize Sacramento.
- Develop and maintain healthy relationships with our larger groups acting as a liaison.
- Assist other departments within the organization when and where needed.
- Maintain a safe environment for campers, volunteers, and staff.
- Maintenance work as needed in the off-season.