



Maple Hill Baptist Church *Incorporated*
Ordinary People Serving an Extraordinary God

Camp Coordinator Job Posting/Description

Contract Length: May 21st – August 9th /2024 (12 weeks) 35 hours/week.

Hours will vary day to day and will include some evenings and weekends.

Rate: \$16.55/hr

Supervised by: Sarah Wight, Maple Hill's Children and Youth Coordinator

Number of hires for this role: 1

Job Overview:

The Camp Coordinator will be required to effectively lead, oversee, and facilitate the children and youth summer projects, events and responsibilities assigned throughout the duration of the contract, including two weeklong children's summer day camps.

Responsibilities – including but not limited to:

Organize, plan, and participate in two weeklong children's summer day camps:

- Recruit, train, and work with volunteers to adequately perform their responsibilities within expectations.
- Oversee all administrative and registration tasks for summer camps.
- Develop a process to follow-up with volunteers and children's summer camp attendees.
- Provide supervision to assistant director.
- Accounting: Log all incoming and outgoing funds on a budget sheet.

Assist Children & Youth Coordinator in her tasks – including but not limited to:

- Participate in weekly office staff meetings.
- Help organize and facilitate the youth events and Childrens programs.
- Program prep for the summer and next years Childrens programs.
- Facility maintenance and preparation (painting, organizing, cleaning toys, sorting resources).

Requirements:

- A team player who is committed to ministry, loving, and impacting lives for the Lord is preferred.
- Between the ages of 17-30 years.
- Prior experience working with children, Child Care, youth, or a camp setting is preferred.
- First Aid & CPR and Food Handlers training preferred.
- Able to provide a clear vulnerable sector check.
- Strong communication, organization, computer and leadership skills.
- Attention to detail and ability to take initiative.
- Physically able to complete moderately active tasks such as lifting and carrying items, painting etc.
- Ability to problem solve and deal with conflict in a healthy and respectful way.
- Ability to work independently, establish priorities and proceed with objectives with little supervision.

Interested applicants can direct their resume to Sarah via email sarah@maplehillbaptist.org

Only applicants of interest will be contacted for an interview.