

The Presbyterian Church of Jackson Hole
Position Description:
Jesus Oriented Youth (J.O.Y.) Summer Camp Coordinator

A. Title: J.O.Y. Summer Camp Coordinator (SCC)

B. Qualifications

The SCC will be responsible to the CYF Administrator for the proper management of the Jesus Oriented Youth in Jackson Hole Summer Camp. To fulfill this purpose the coordinator will:

- † Demonstrate a commitment to Jesus Christ as Savior and Lord;
- † Believe in and support the vision and mission of PCJH;
- † Maintain certification of State of Wyoming License as a Child Care Facility;
- † Manage program operations: **Salary/Contract based on 40 hours p/week for 18 weeks April 23-August 28th, 2012** (part time hours can be negotiated prior to April 23rd).
- † Display the skills to recruit, train, manage and inspire the staff & volunteers who share the ministry.
- † Possess minimum of a bachelor's degree or comparable experience in education and program development and implementation and meets minimum State requirements for "assistant director."
- † Presents a positive impression through written, verbal and relational skills;
- † Able to work well with others and be a team player;
- † Demonstrates flexibility, organizational and management skills;
- † Knowledgeable in clerical, communication, and computer skills to include literacy in Microsoft Windows environment and data entry programs and billing programs;
- † Able to multi-task and manage administrative details;
- † Able to maintain confidential information and discretion at all times;
- † Exhibits attention to time schedules, details and quality.

C. Specific Responsibilities

The SCC will be responsible for:

- † Program development, implementation & operations:
 - Develops an integrated, summer day camp ministry for the spiritual development of the children, youth, and their families. Implementation occurs in collaboration with CYF Administrator, teachers, aides, pastoral, and PCJH staff.
 - Manage summer camp, including: set-up, take-down, volunteer and staff, daily operations including transportation, material preparation, attendance, logistics, scheduling room use with Building & Grounds and other duties as assigned.
 - Develop the J.O.Y. activity calendars/curricula prior to the start of the program mid-June using the foundation set in past years.
 - Assist with the oversight of the J.O.Y. in JH Summer Camp portion of PCJH's annual budget that funds children, youth, young adult and family ministries, in collaboration with the CYF Administrator, who reports to CYF Leadership Team and the Finance Team of PCJH.
 - Ensure that PCJH's Safe Church Policy is followed by all staff.
 - Evaluate campers' participation, behavioral and developmental performance; document and work with teachers and families for issue resolution.
 - Other duties as assigned or needed.

- † Communication:
 - Develop and distribute written and verbal communication for summer camp program with families and staff in collaboration with CYF Administrator and other CYF staff. Organize and deliver weekly staff meetings and devotionals.
 - Meet regularly with the CYF Administrator
 - Other duties as assigned or needed.

- † Administrative Responsibilities
 - Clerical & Receptionist duties: Manage incoming J.O.Y. phone calls, mail, office traffic, files.
 - Assist with developing, revising, maintaining, and distributing the J.O.Y. activity calendars/curricula, enrollment forms, staff and parent handbooks, as well as the volunteer position descriptions, policies and procedures.
 - Assist CYF Administrator with registration, billing, collection and reporting for summer camp program.
 - Gather & maintain necessary paperwork for students, as well as State and church required documentation and training, including applications, background checks, driver's licenses, insurance, and continuing education for volunteers and staff.
 - Manage the purchase of supplies and programming for summer camp within annual budgetary requirements and gather, reconcile, and submit receipts to CYF Administrator as required by the established policies and practices of the Finance Team of PCJH.
 - Meets as needed with CYF Administrator to determine appropriateness of fiscal, fundraising/grant-writing and personnel decisions and implement these for summer camp program.
 - Other duties as assigned or needed.

- † Staff development:
 - Recruit, oversee, train, direct, evaluate, and recognize/appreciate all teachers, aides, substitutes, volunteers related to the J.O.Y. in JH summer camp ministry in cooperation with the CYF staff. Written evaluation of staff to be completed at end of summer with one on one meeting.
 - Ensures participation in classes for teachers and others as needed for WY STARS
 - Implements programs to show appreciation and recognition
 - Other duties as assigned or needed.

- † State Licensing Requirements
 - Works with church staff and with Director to manage State requirements, including fire drills, health and state inspections and to ensure compliance with all required safety requirements

D. Accountability

The SCC is accountable first and foremost to God, the Elders of PCJH (elected representatives), and both the CYF Administrator and Associate Pastor (the paid staff working on behalf of the Elders for advancing and fulfilling PCJH's mission) and following the "Administrative Rules for Certification of Child Care Facilities" and the "PCJH Safe Church Policy" at all times, and ensuring that all staff and volunteers are as well.

Employee

Date