



Missionary Society of Connecticut
Silver Lake Conference Center

Job Description

Camp Family Coordinator (Mom & Dad)

Reports to: Summer Staff Director

General Description of Duties:

In partnership with another Camp Family Coordinator, supervise the 'Camp Family' staff (approximately 13-15 people) in their duties, primarily daily bathroom, dishroom, and weekly cabin cleaning and kitchen work. Live with Camp Family in staff housing. Be a mentor, and provide programming and growth opportunities for Camp Family.

Principal Duties:

- Supervision and training of team of high school age (16-18 y/o) young people on SLCC staff for the first time.
- Creating and planning faith-based, community-building programs for Camp Family.
- Coordinate staff work schedules with coordinators of other teams.
- Supervise assembly of Care & Share Packages.
- Inspect and ensure the cleanliness of bathrooms, dish room, dining hall, and guest living spaces: cabins and winterized buildings, Health and Welcome Center, to ensure pleasant experiences by all guests.
- Create with Camp Family and hold self and team accountable to Camp Family Covenant.
- Other duties as assigned.

Minimum Qualifications:

- Age 23 or older.
- Supervisory experience.
- Working knowledge of State Health and Safety Laws and practices.
- Ability to organize assigned areas and keep them clean and safe.
- Knowledge of appropriate cleaning procedures and chemicals.
- Ability to assess team skills and train as needed.
- Ability to evaluate the work of others in a constructive and growthful way.
- The ability to accurately handle money.
- Ability to live in the Family Cabin or the Boat House and to embrace the unique role of community builder and leader for camp family as a staff group and living community.

The successful candidate will be able to:

- Co-lead a Camp Family Orientation / Training weekend in May.
- Establish a nurturing environment, with discipline and respect as appropriate for SLCC and Camp Family tradition.
- Instill a sense of pride in the ministry of SLCC.
- Establish rules & boundaries that are understood & upheld by the team.
- Establish a standard of cleanliness for buildings, restrooms, and kitchen that upholds the excellence at SLCC and meets or exceeds State Health Laws.
- Give clear written and verbal directions.
- Provide regular feedback to team members and meet individually for two scheduled performance evaluations.
- Review appropriate Material Safety Data Sheets, and train team.
- Establish ways of work that reduce waste, respect & protect God's Creation.
- Attend daily Coordinators meetings and weekly Community Life Team meetings.
- Be an engaged member of the coordinating team by supporting one another, holding each other accountable and serving as a positive example for younger staff.
- Work with the other Coordinators and Summer Director to supervise and hold all staff accountable to: live by the Silver Lake Rules including but not limited to - no alcohol, illegal drugs, weapons, or pets on Site (including in vehicles); refraining from engaging in sexual interaction at Silver Lake; living by the Staff Guidebook and the Staff Covenant; attending worship, staff meetings, etc.
- Live in, work in, and encourage a Christian community

And will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Understand the importance of the Camp Family experience as a foundation for further participation in future summer staff.
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary will be defined in a written contract, in the range of \$3000 to \$3800, and will be based on experience.