



Missionary Society of Connecticut  
Silver Lake Conference Center

## Job Description

### Resource Coordinator

Reports to: Assistant Director

#### General Description of Duties:

Coordinate Nature, Arts and Crafts, Music, Theater and Ceramics activities to provide age appropriate program that enhances the Conferees experience of the Creation. With the aid of the Executive Director and Assistant Director, work with Deans to coordinate schedules of all weekly Summer Conferences as they relate to site utilization and staff support.

#### Principle Duties:

- Communicate regularly with Deans prior to the summer to schedule programming and answer questions.
- Attend and be a resource at Deans Weekend in March.
- With Resource team support, act as a liaison between Deans' needs and staff scheduling.
- Facilitate daily Deans Meetings during summer.
- With the Assistant Director, coordinate and manage busy schedule of conference activities and scheduling.
- Supervision of Resource team.
- Creating and Planning programs.
- Organization and scheduling.
- Service to Deans.
- Other duties as assigned.

#### Minimum Qualifications:

- Age 21 or older.
- Experience & knowledge in art programs as they relate to children ages 9-18.
- Strong communication and organization.
- Supervisory experience.
- Working knowledge of 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 successful candidate will be able to:

- Schedule self and team to meet a variety of Conference schedules and goals.
- Create projects that enhance the ministry of Silver Lake Conference Center.
- Administrate the Program budget, ordering supplies as needed.
- Plan projects and programs that are appropriate for the average skills of each age group, but that are challenging and provide opportunities for learning and success.
- Instill a sense of pride in service to the Ministry of SLCC.
- Attend daily Coordinators Meetings, and weekly Community Life Team meetings.
- Direct and work with Resource Team and/or other staff in support of camp-wide needs such as cleaning, food preparation, and maintenance.
- Give clear written and verbal directions.
- Provide regular feedback to team members and meet individually for two scheduled performance evaluations.
- 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 Assistant 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.
- Work in ways that reduce waste and respect and protect God's Creation.
- Live and 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
- 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, and will be based on experience.