



Silver Lake Conference Center

Job Description

## Camp Family Co-Coordinator

Reports to: Program Director

### Position Purpose:

In partnership with another Camp Family Co-Coordinator, supervise the Camp Family leadership training program (approximately 13-15 people) in their duties, primarily daily and weekly housekeeping tasks, kitchen tasks, and program support tasks. Serve as a mentor and help to cultivate leadership skills such as communication, cooperation, work ethic, decision making, responsibility, and accountability. Provide regular, appropriate feedback to Camp Family members to help them learn and grow.

### Principal Duties:

- Supervise and train a team of high school age (16-18 years old) young people serving on Silver Lake summer staff for the first time.
  - Coordinate and communicate daily schedules
  - Train team on proper cleaning procedures
  - Inspect and ensure the cleanliness of bathrooms, dish room, dining hall, and guest living spaces: cabins and winterized buildings, Health and Welcome center. Ensure that all areas of responsibility meet ACA standards.
  - Regularly evaluate program space and address or report any issues found, with a focus on safety and cleanliness.
  - Perform regular inspection of all equipment and keep updated logs.
  - Become familiar with, train staff in, and enforce current best practices around Covid-19 mitigation
- Develop leadership skills in Camp Family members
  - Create systems for clear, kind communication
  - Role model and practice constructive conflict management skills
  - Role model and encourage strong work ethic
  - Role model and encourage setting good boundaries and making time for self-care
  - Hold self and team accountable
  - Hold daily team meetings to support staff and address any issues as they arrive
  - Provide opportunities for team to demonstrate responsibility and good decision making
- Create and plan faith-based, community-building programs for team
  - With the team, create and hold self and team accountable to a Camp Family Covenant

- Provide opportunities for faith-based discussion
- Attend and ensure team attends daily all-camp worship
- Serve as a member of the Coordinator Team
  - Represent Camp Family needs and concerns at daily Coordinator Meeting
  - Monitor and contribute to well-being of the staff community as a member of the Community Life Team
  - Support other Coordinators in their work
  - Report any staff or program concerns to Program Director

#### Other Job Duties:

- Communicate ordering of cleaning supplies and paper goods to Food Services Manager
- Kitchen support as needed
- Participate in emergency drills
- Respond to emergencies
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

#### Relationships:

The Co-Coordinator will work closely with the other Co-Coordinator and the Program Director (or Executive Director) to ensure a meaningful leadership experience for Camp Family members while maintaining a high level of cleanliness throughout camp. The Co-Coordinator will work with other Coordinators to schedule Camp Family members to assist in their areas. The Co-Coordinator will work with the Food Services Manager and the Site Manager to order supplies and maintain the site and buildings at a high level of cleanliness and safety. The Co-Coordinator will also work with the Program Director (or Executive Director) to create a healthy staff community and to support the summer camp program.

#### Equipment Used:

- A variety of hand tools and power tools
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers
- Kitchen equipment, including but not limited to knives, meat slicer, mixers, ovens, grills, fryers.
- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, ceramic supplies, electric kiln, garden chemicals, animal care supplies, lifeguarding equipment, challenge course equipment
- Van, truck, car, golf cart

#### Qualifications:

- Age 23 or older
- Supervisory experience
- Experience leading programs and activities with young people
- Ability to assess team skills and train as needed
- 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
- First Aid/CPR certification, or ability to obtain such
- Valid US Driver's License
- Satisfactory driving record
- Must submit health history record and examination form prior to first day of work
- Satisfactory background check

#### Knowledge, Skills, and Abilities:

- Understand the development needs of youth
- Ability to relate to youth in a positive manner
- Ability to create a schedule
- Ability to create an environment that promotes personal growth, community building, and teamwork
- Knowledge of cleaning procedures and products
- Knowledge of tools and safety equipment
- Working knowledge of State statues and ACA standards pertaining to areas of responsibility
- Superior communication skills
- Ability to prioritize projects and assign to appropriate staff members
- Ability to evaluate the work of others in a constructive and growthful way
- Flexibility and ability to adapt to changing situations quickly
- Be an engaged member of the coordinating team by supporting one another and holding one's self and each other accountable
- 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 Southern New England Conference of the UCC.

#### Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to lift 50 pounds

- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written letter of agreement and will include the pre-summer Staff Development Program.

Compensation: Salary begins at \$3,050 and is based on experience.