



Silver Lake Conference Center

Job Description

Resource Coordinator

Reports to: Program Director

Position Purpose:

Oversee the Resource Staff, including Program Specialists and Administrative Staff. With the Program Director, work with volunteer Deans to coordinate schedules of weekly Summer Conferences as they related to site utilization and staff support, ensuring the safe operation of Silver Lake's summer ministry program. With the Administrator, support the smooth operation of the office. Support the growth, friendship making, and faith exploration of campers and staff, while having fun.

Principal Duties:

- Oversee Resource Staff
 - Train Resource Staff in appropriate care of conferees, including behavior management techniques and abuse prevention techniques
 - Become familiar with, train staff in, and enforce current best practices around Covid-19 mitigation
 - Train Resource Staff in individual job duties, ensuring they have the tools they need to succeed
 - Schedule Resource Staff to support volunteer Deans and Summer conferences
 - Perform and document a mid-summer evaluation and an end-of-summer evaluation with each team member
 - Serve as a role model and mentor to team, other staff, and campers
- Work with volunteer Deans to meet Summer Conference goals
 - Communicate regularly with Deans prior to summer to schedule programming and answer questions
 - Attend Deans Retreat in March
 - Act as a liaison between Deans and other parts of staff to schedule a wide variety of programs
 - Facilitate the daily Deans Meeting during summer
 - Manage and communicate out the camp daily schedule
 - Creatively support the wild dreaming of Deans whenever possible to create a magical experience for campers
- Ensure the safe operation of the summer ministry program
 - Perform regular inspection of all equipment and keep updated logs
 - Regularly evaluate program space and address or report any issues found, with a focus on safety and cleanliness
 - Ensure that all areas of responsibility meet ACA standards

- Assign appropriate staff to each activity, ensuring that required ratios are maintained
- Serve as a member of the Coordinator Team
 - Represent Deans' and Resource Staff's 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 volunteer concerns to Program Director

Other Job Duties:

- Kitchen support as needed
- Office 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 Coordinator will work closely with the Program Director (or Executive Director) to ensure smooth, safe, and effective program delivery. The Coordinator will work closely with the volunteer Deans to schedule and support their program needs. The 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:

- 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
- 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
- Van, truck, car, golf cart

Qualifications:

- Age 21 or older
- 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

- Supervisory experience
- Experience leading programs and activities with young people

Knowledge, Skills, and Abilities:

- Understand the development needs of youth
- Ability to relate to youth in a positive manner
- Ability to create a schedule and program appropriate to a group's age, skill level, and program goals
- Ability to create an environment that promotes personal growth, community building, and teamwork
- Ability to review and interpret medical forms
- 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 observe camper behavior, assess its appropriateness, 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.