



2842 Crockett Springs Road ♦ Shawsville, VA 24162 ♦ 540.268.2409
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www.altamons.org

Program Coordinator Job Description

Minimum Qualifications

- One year of college or equivalent work experience preferred
- Confident in Christian faith
- At least one year of experience at Alta Mons as a Camp Counselor is preferred
- Experience working with children
- Experience in a peer leadership role
- Current First Aid & CPR certifications (provided by Alta Mons, no extra cost)

Responsible to

Executive Director, Program Director

Job Duties

1. Follow all established health and safety procedures as developed by Alta Mons.
2. To support the vision and mission of the Camp Alta Mons Summer Camp Ministry and to foster a sense of community within the staff community and the camp community as a whole.
3. To recruit and interview potential camp counselors and provide recommendations to the Program Director about applicants.
4. To help shape and develop the summer by talking with the Program Director weekly and meeting with the Program Team monthly.
5. To help prepare the camp program by working in the camp office, giving tours to new staff, writing staff devotions, and preparing the property for summer camp. This includes cleaning and organizing the Craft Hut, Nature Hut, Needs Closet, and other program areas.
6. To lead Staff Training alongside the Program Director and other Coordinators.
7. To be the face of summer camp and to structure the camp by offering vocal leadership, i.e. leading songs, updating the weather board, cabin/hogan inspections, etc.
8. To serve as a support and role model for the counselors, CITs, and campers.
9. To directly supervise and evaluate counselors, as well as make unit assignments, alongside the Program Director.
10. To be directly responsible for all aspects of summer camp scheduling (unit schedules, coordinator schedules, meal schedules).
11. The Program Coordinator will be required to move in during May for office work and to attend coordinator training, staff training, all of summer camp, and coordinator wrap-up after summer camp. Please talk with Ashley for specific dates.
12. Assist and help in all other duties as assigned.

For more information, please contact Ashley Tysinger at program@altamons.org or 540-268-2409.
Applications are available online at: <http://www.altamons.org/summer-staff>