



2842 Crockett Springs Road ♦ Shawsville, VA 24162 ♦ 540.268.2409
Fax: 540.268.9503 Email: office@altamons.org

www.altamons.org

Program Coordinator Job Description

Minimum Qualifications

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

Responsible to

Program Director

Job Duties

1. 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 camp community as a whole.
2. To recruit and interview potential camp counselors and provide recommendations to the Program Director about applicants.
3. To plan, organize, and lead Staff Training alongside the Program Director and Resource Coordinator
4. To be the face of summer camp and to structure the camp by offering vocal leadership, i.e. leading songs in the dining hall and at all camp activities.
5. To serve as a support and role model for the counselors, CITs, and campers. The Program Coordinator will also supervise and evaluate counselors, as well as make unit assignments, alongside the Program Director and Resource Coordinator.
6. To plan and organize CIT Training and to monitor the CITs throughout the summer. This also includes briefing the CIT Trainers.
7. To be directly responsible for all aspects of summer camp scheduling (unit schedules, coordinator schedules, meal schedules).
8. The Program Coordinator will help the Resource Coordinator write Staff Devotions and prepare camp counselors for Staff Training by answering questions, giving tours, sending e-mails, etc.
9. 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 Meredith for specific dates.

For more information, please contact Meredith Simmons at office@altamons.org or 540-268-2409.

Applications are available online at: <http://www.altamons.org/summer-staff>