

NaCoMe Camp & Retreat Center

Job Description



Position: Counselor Coordinator

Supervisor: Program Director

Summary of Position: The Counselor Coordinator serves as a member of NaCoMe's Summer Leadership Staff. They are responsible for counseling and ministering to Cabin Counselors and Support Staff. Additionally, they are responsible for planning, supervising, and implementing creative summer camp program ideas that enrich the experiences of the summer campers and staff.

Qualifications:

- A commitment to Christian principles and NaCoMe's mission and vision as a ministry of the PCUSA.
- Must be at least 18 years old.
- Certification in First Aid and CPR.
- Possess strong relational and communication skills.
- Has interest and experience working with children.
- Instruct in multiple summer camp program areas.
- Is able to traverse the multi-terrain campgrounds.
- Former summer staff experience is preferred.

Responsibilities:

- Must attend Staff Training in its entirety unless prior arrangements have been made in advance with the Program Director.
- Preferred attendance at Ropes Course and/or Lifeguard department training.
- Throughout the summer intentionally disciple summer staff (Cabin Counselors, Support Staff). This includes daily communication and check-ins with summer staff.
- Assist full-time staff throughout staff training. (You are essentially our left and right hands and will lead training session(s), devotional(s), and activities.)
- Assist in planning, organizing, and conducting summer programming.
- Facilitate scheduled activities for campers.
- Operate camp store during scheduled hours including stocking shelves, sales, and pricing.
- Assist the Program Director with various administrative and/or behind-the-scenes tasks as assigned (such as sorting and delivering camper mail, assisting with staff scheduling, preparing/cleaning home-in-the-woods supplies, all camp game set-up, facilitation, and clean-up, etc.).
- Spend time with campers and family groups outside of direct work responsibilities.
- Work as a team with all other NaCoMe staff.