

The Presbyterian Church of Jackson Hole
Position Description:
Jesus Oriented Youth (J.O.Y.) Summer Camp Coordinator

A. Title: J.O.Y. Summer Camp Coordinator (SCC)

B. Qualifications

The SCC will be responsible to the Children Youth & Family (CYF) Administrator for the professional management of daily operations for the Jesus Oriented Youth in Jackson Hole Summer Camp. To fulfill this purpose the coordinator will:

- † Demonstrate a commitment to Jesus Christ as Savior and Lord;
- † Believe in and support the vision and mission of PCJH;
- † Maintain certification of State of Wyoming License as a Child Care Facility;
- † Manage Program: Daily operations & admin. during summer months
- † Display the skills to train, manage and inspire the staff & volunteers who share the ministry.
- † Possess minimum of a bachelor's degree or comparable experience in education and program development and implementation and meets minimum State requirements for "assistant director."
- † Presents a positive impression through written, verbal and relational skills;
- † Able to work well with others and be a team player;
- † Demonstrates flexibility, organizational and management skills;
- † Knowledgeable in clerical, communication, and computer skills to include literacy in Microsoft Windows environment and data entry programs and billing programs;
- † Able to multi-task and manage administrative details;
- † Able to maintain confidential information and discretion at all times;
- † Exhibits attention to time schedules, details and quality.

C. Specific Responsibilities

The SCC will be responsible for:

- † Managing the J.O.Y. program as outlined in "Action Items Checklist" & "SCC Daily Checklist";
- † J.O.Y. Program implementation & operations:
 - Implements an integrated, summer day camp ministry for the spiritual development of the children, youth, and their families. Implementation occurs in collaboration with CYF Administrator, teachers, aides, pastoral, and PCJH staff.
 - Manage summer camp, including: set-up, take-down, supervision of volunteers and staff, daily operations including transportation, material preparation, theme decoration of facility, attendance, logistics, scheduling room use, closing checklist and other duties as assigned.
 - Develop, organize, & carry out 2 presentations to the PCJH congregation during the summer months.
 - Ensure the J.O.Y. activity calendars/curricula are finalized, with support from the CYF Administrator prior to the start of the program mid-June building upon the foundation set in past years.
 - Manage the J.O.Y. in JH Summer Camp portion of PCJH's annual budget that funds children, youth, young adult and family ministries, in collaboration with the CYF Administrator, who reports to CYF Leadership Team and the Finance Team of PCJH.
 - Ensure that PCJH's Safe Church Policy is followed by all staff.
 - Evaluate campers' participation, behavioral and developmental performance; document and work with teachers and families for issue resolution.
 - Other duties as assigned or needed.

† Communication:

- Develop and distribute written and verbal communication for summer camp program with families and staff in collaboration with CYF Administrator and other CYF staff.
- Organize and deliver weekly staff meetings and organize weekly camper devotionals with Assoc. Pastor.
- Meet regularly with the CYF Administrator to ensure clear communication & task completion.
- Other duties as assigned or needed.

† Administrative Responsibilities

- Clerical & Receptionist duties: Manage incoming J.O.Y. phone calls, mail, office traffic, files.
- Finalize and distribute the J.O.Y. activity calendars/curricula to camper parents the week prior.
- Process student on-line registration paperwork, log enrollments on spreadsheet, and organize information for billing & collection by the CYF Administrator.
- Gather & maintain necessary paperwork for students, and assist CYF Administrator with State and church required documentation and training, including applications, background checks, driver's licenses, insurance, and continuing education for volunteers and staff.
- Manage the purchase of supplies and programming for summer camp within annual budgetary requirements and gather, reconcile, and submit receipts to CYF Administrator as required by the established policies and practices of the Finance Team of PCJH.
- Solicit, collect, review, and tally staff timesheets for submittal to CYF Administrator.
- Meet as needed with CYF Administrator to determine appropriateness of fiscal, fundraising/grant-writing and personnel decisions and implement these for summer camp program.
- Other duties as assigned or needed.

† Staff development:

- Recruit, oversee, train, direct, and evaluate all teachers, aides, substitutes, volunteers related to the J.O.Y. in JH summer camp ministry in cooperation with the CYF staff. Written evaluation of staff to be completed at end of summer with one on one meeting.
- Ensures participation in classes for teachers and others as needed for WY STARS in collaboration with CYF Administrator.
- Implements programs to show appreciation and recognition for staff and volunteers.
- Other duties as assigned or needed.

† State Licensing Requirements

- During Summer Program: Works with church staff and with CYF Administrator to manage State requirements, including organizing and recording monthly fire drills, being prepared for health and state inspections and ensures compliance with all required safety requirements.

D. Accountability

The SCC is accountable first and foremost to God, the Elders of PCJH (elected representatives), and both the CYF Administrator and Associate Pastor (the paid staff working on behalf of the Elders for advancing and fulfilling PCJH's mission) and following the "Administrative Rules for Certification of Child Care Facilities" and the "PCJH Safe Church Policy" at all times, and ensuring that all staff and volunteers are as well.

Employee

Date