

# CAMP ALDRSGATE JOB DESCRIPTION

## PROGRAM COORDINATOR

**JOB SUMMARY:** The Program Coordinator is responsible for planning & facilitating programs of Camp Aldersgate. This position utilizes Camp's resources to implement creative and unique experiences to meet the mission of Camp Aldersgate. The Program Coordinator serves as an integral member of the Program team and represents the Camp's core values both internally and externally.

**RESPONSIBLE TO:** Director of Programs

### **JOB DUTIES AND RESPONSIBILITIES:**

- Facilitates Programs
  - Plans and implements assigned camp sessions and programmatic events either onsite at Camp Aldersgate in Little Rock or at other offsite locations to be determined
  - Serves as the on-site/on-call coordinator during assigned camp programs
  - Brings creativity to the activities of the program
  - Identifies risks and challenges and responds proactively with solutions that prioritize safety and the camper experience
  - Ensures staff and program compliance with Camp Aldersgate's policies and procedures
  - Maintains participant and staff files and any required documentation to ensure compliance with grantors and/or regulatory agencies
  
- Maximizes Resources
  - Leads and motivates seasonal staff and volunteers
  - Assists the Program Team in the recruiting, hiring, training, and evaluating of seasonal staff and volunteers
  - Responsible for maintaining program equipment and activity supplies
  
- Contributes to the Program Team
  - Attends and holds staff meetings as necessary
  - Recommends improvements to programs and activities
  - Maintains records and submits reports
  - Collaborates in the development and administration of the program budget
  - Communicates program needs and concerns effectively
  - Maintains communication with nurses and support staff
  - Willingness to specialize in program areas to oversee and train seasonal staff
  
- Represents Camp
  - Provides overall hospitality and great customer service
  - Advances public awareness of the Camp through speeches, presentations and interviews as needed
  - Fosters relationships with stakeholders and partnering agencies
  
- Other duties as assigned
  - Participates as a member of the Program team to deliver and supervise assigned weekend & summer residential programs, overnight & evening programs, special events, large group activities, and facility rentals

**Camp Aldersgate, Inc. Job Description**  
**Program Coordinator**  
**Page 2**

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in outdoor education, therapeutic recreation, public administration, social work, rehabilitation, or related field
- Ability to listen to others, observe others' actions, comprehend instructions, and have physical ability to move about the Camp property in various environmental conditions
- Ability to give effective presentations about camp and its programs
- Ability to operate Microsoft Office Suite
- Ability to regularly lift and/or move at least 50 pounds and push wheelchairs
- Any or all of these requirements may be substituted for equivalent qualifications with approval by the Camp Aldersgate, Inc. Board of Director's personnel committee

**PREFERRED QUALIFICATIONS:**

- Minimum age of 25 to fulfill the camps eligibility requirements to be covered by the camps automobile insurance for driving camp vehicles. Must maintain clean driving record as required by auto insurance carrier
- Experience in the development and delivery of programs and activities for individuals with disabilities and/or medical conditions
- Currently holds or is pursuing Certified Therapeutic Recreation Specialist (CTRS) credentials
- Master's degree in outdoor education, recreation, public administration, social work, rehabilitation, or related field

\_\_\_\_\_  
Signature of Program Coordinator

\_\_\_\_\_  
Date

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Signature of Supervisor

\_\_\_\_\_  
Date