

Summer Staff Coordinator

for Highland Lakes Camp



Job Location:

Highland Lakes Camp & Conference Center, Spicewood, Texas

Position Overview:

This position is a full-time, salaried position. The Summer Staff Coordinator will be responsible to the Executive Director to maintain and progress the mission and established policies and procedures of the camp through successfully recruiting and managing all Summer Staff. This position is the connecting channel between full-time camp staff and Summer Staff regarding serving, communicating, and providing genuine leadership.

Qualifications:

- Have a calling from God to the mission of working at a Christian camp to further His Kingdom with a desire to live and work in a camp community.
- Active member of a church in regular fellowship for the purpose of encouragement, accountability, and spiritual growth.
- A deep personal relationship with the Lord Jesus Christ with the ability to express your faith.
- Living as a Christian role model and upholding Christian values and conduct.
- Willingness to know, understand, and abide by all Highland Lakes Camp rules and regulations as well as enforce these for Summer Staffers.
- Ability to work well with others and accept guidance and supervision.
- Capacity to be a self-starter and show mature decision-making and organizational skills.
- Desire and ability to generate material for and lead group trainings, meetings, Bible studies, and/or facilitate spiritual discussions.
- Ability to problem solve, respond accordingly in crisis situations, and resolve relational conflicts.
- Willingness to be flexible and gracious when dealing with any issues, schedule changes, and weather interruptions that may arise.
- Have a heart for servant leadership and a deep desire to lead others by example.
- Commitment to pray for individual Summer Staffers prior to summer and daily throughout the summer.
- Excellent computer and technical skills as well as time management and organizational skills
- Active listening and communication skills and the ability to think creatively
- Possess problem-solving skills along with coordination and teamwork skills

Responsibilities:

Oversee the Summer Missionary Team (SMT) and International Summer Missionaries (ISM)

During the Retreat Season from September to May

- recruit for the Summer Missionary Team - College and High School students who are at least 16 years of age
- recruit international College students for the International Summer Missionary team
- set up recruiting booths at events / high schools / universities / BSMs / churches
- travel to recruit at events / high schools / universities / BSMs / churches
- correspond with prospective Summer Staff
- interview prospective Summer Staff
- process files of prospective Summer Staff
- follow up with Summer Staff hires monthly

During the Summer

- serve as primary supervisor for Summer Staff providing encouragement, leadership and direction
- assist with travel arrangements for Summer Staff to camp as well as during their stay
- organize and process all required paperwork for hiring
- arrange housing for Summer Staff needs
- build relationships with Summer Staff and encourage spiritual growth by facilitating discussions, team building, and community living
- manage relations between the Summer Staff and assist with relational conflicts
- coordinate Summer Staff scheduling to serve in specific areas based on camp needs and clearly communicate any changes due to weather or unforeseen circumstances
- daily work alongside the Summer Staff and offer instruction/encouragement for areas of improvement and report these to the Executive Director
- act as the Summer Staff liaison for the full-time staff
- ensure Summer Staff maintains a positive and clean living environment by scheduling and enforcing routine cleanings and enforcing curfews
- track and manage Summer Staff days off
- gather any required end-of-summer paperwork
- oversee the checkout process of Summer Staff at the end of the summer

Other duties

The Summer Staff Coordinator's secondary responsibilities are any jobs / tasks given by the Executive Director to help accomplish any other goals or tasks that are required for camp operations, recruiting and promotion of the camp. These include, but are not limited to:

- preparing / gathering / loading materials to use in recruiting for the camp
- helping with booths at conferences – Conclave, SBTC, BGCT, Congresso, etc.
- designing and purchasing of recruiting materials and t-shirts
- help with the HLCCC programmed events when available - meals, event preparation, etc.

Benefits

- Health plans for employees and spouses are covered; family plans are available.
- Paid holidays, vacation, and sick days.
- Life insurance is paid for employee.
- Retirement plan available.
- Housing is provided along with some meals.