

OUTREACH COORDINATOR (VOYAGES and HEARTWORKS)

Statement of Job:

Voyages:

This position will coordinate with the hosting local churches and year round camp staff on the program development and implementation of the Voyages Day Camp. The Voyages coordinator will work with the LIT coordinators on scheduling and training of the LITs to lead the program areas at Voyages Day Camp and work with the day campers.

Heartworks:

This position will coordinate with the hosting of the local non-profit Heartworks at Camp Don Lee. The coordinator will communicate with the Heartworks staff about expectations, dates, times, ages etc. to facilitate Don Lee providing the best possible program. The coordinator will help teach Don Lee staff about this program and train Don Lee staff. Coordinator will work with full time and leadership staff to assign appropriate staff to this program.

Strong administrative and organizational skills, leadership and training abilities and a desire to work with churches, nonprofits and camping ministry are needed.

Duties include:

1. Schedule dates and plan Voyages Day Camp details with designated local churches. Coordinator is responsible for scheduling out each week, training appropriate volunteers and staff for their roles. Coordinator also is responsible for obtaining program supplies and supervising staff.
2. In cooperation with LIT coordinators, train program staff (LITs) to run the program rotations each day, ensuring the area is kept safe for campers and abiding by camp rules. Program staff is responsible for leading campers throughout the entire duration of each rotation.
3. Voyages coordinator is responsible for handing the logistics between Camp Don Lee, the LIT program and the local church. This includes transportation, housing, and meals.
4. Voyages coordinator works in cooperation with the year-round staff to develop and implement the daily programming for the day camp, including Bible studies, morning devotion, music, games, archery, crafts and challenge.
5. Schedule dates and confirm dates and age groups with Heartworks staff.
6. Plan and lead session about Heartworks during staff training.
7. Train, support and assist staff assigned to Heartworks.
8. Help assign staff to Heartworks.