



Calvin Center Position Description

Position: Unit Coordinator

Reports to: Associate Program Director

Purpose of Position

To provide leadership and support to the summer counseling staff, assist Associate Program Director, support other Unit Coordinators, and provide a safe place for campers to grow in faith.

Qualifications

- Be of sound Christian faith and good Christian Character
- 21 years of age or older as of June 1, 2010
- Experience or interest in camping programs and camping ministry.
- Have exceptional ability to understand and relate well with children, youth and adults.
- Have exceptional ability to listen and communicate with others- a people person.
- Be a team player. Be Flexible. Be positive, outgoing, and enthusiastic.
- Be self-motivated and able to complete duties with minimal supervision.
- Willing to participate in and/or lead camp activities.
- Have strong organizational skills, able to juggle many duties at once.
- Be patient, sensitive and accepting of oneself and of others.
- Have experience in supervising college age staff.
- Willing to do whatever benefits Calvin Center and the summer camp program.

Relationships

- All positions are under the supervision of the Associate Program Director.
- Works directly under the supervision of the Associate Program Director.
- Along with other Unit Coordinator, supervises counselors and resource staff.

Responsibilities (Including but not limited to the following)

- Assists in designing and implementing Staff Orientation.
- Provide supervision for all assigned units, campers, and staff.
- Ability to lead and facilitate large and small groups of children, youth, and college aged staff.
- Ability to lead and facilitate Christian curriculum for campers.
- Ability to lead and facilitate spiritual reflection with staff.

As a ministry of the Presbytery of Greater Atlanta (PCUSA) Calvin Center offers a welcoming sanctuary for re-creation and Christian nurture.

- Make recommendations to the Associate Program Director throughout the summer regarding counselor assignments.
- Lead and facilitate Sunday staff meeting with “their” staff for the week
- Make nightly rounds of all assigned units, check in with all counselors to get updates on unit events, dynamics, or issues arising. Provide advice and support.
- Assist with check-in and checkout procedures. At check-in greet each camper in assigned units. Ensure each camper knows the location of his or her family group.
- Facilitate support staff at check-in and check- out.
- Make parental contact as needed and as directed by the Associate Program Director.
- Ensure that program approved by Calvin Center is carried out in all units and activities areas. Ensure that all Calvin Center policies are carried out.
- Maintain a written record of camper events/incidents in assigned units.
- Provide Associate Program Director with a written report evaluating Summer Camp Program.
- Reside on site during summer program sharing a residence with other staff members.
- Attend all staff meeting and all meals.
- Perform other duties as designated by Associate Program Director, Program Director and Executive Director.