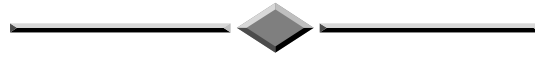


# WLD RANCH JOB DESCRIPTION



## PROGRAM COORDINATOR

*A Program Coordinator at WLD Ranch is a committed Christian young adult who provides supervision of counseling staff and campers, leadership of program activities, and preparation for organized, effective programming.*

*A Program Coordinator will facilitate programming in a safe, caring environment so that counseling staff can focus their time and attention on caring for campers and so that campers can effectively benefit from the program.*

### QUALIFICATIONS:

#### **A Program Coordinator...**

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and to developing godly character (Gal. 5:22-26).
3. Demonstrates Christian leadership and responsibility.
4. Has graduated from high school and is between ages 18 and 25.
5. Is in good health and is physically able to navigate outdoor terrain including steep hills and uneven surfaces without assistance.
6. Is willing to accept responsibility and follow directions and guidelines.

### EXPECTATIONS:

#### **A Program Coordinator will . . .**

1. Attend all **Staff Training** sessions.
2. Abide by WLD Ranch **Staff Policies**.
3. Carry out assigned daily and weekly duties.
4. Attend all meetings and fully participate in the camp program with campers.
5. Lead by example in following the staff policies and completing tasks with a good attitude and a servant's heart to the glory of God.
6. Develop his or her own personal walk with God throughout the summer (Gal. 5:22-23).
7. Cultivate the spiritual life of everyone around him or her through Christ-like attitudes, actions, and speech.
8. Strive to maintain unity within the Counseling Staff Department and within the WLD Ranch staff as a whole, working in peace with others.
9. Conduct himself or herself in a way that contributes to the mental, social, and emotional well-being of everyone at WLD Ranch.
10. Conduct himself or herself in a way that contributes to the safety of every person at WLD Ranch.
11. Contribute to a positive environment within the bunkhouse.
12. Practice personal cleanliness/hygiene.
13. Be responsible to his or her supervisors according to the Chain of Command.

### TYPICAL DUTIES:

#### **A Program Coordinator will . . .**

1. Prepare and lead camp games and activities weekly.
2. Assist counseling staff by setting up elements for cabin activities and Skill Tracks as needed.
3. Organize skit night weekly, including planning skits, recruiting staff members to be in skits, and monitoring skits for appropriateness in a Christian camp setting.
4. Teach and/or assist with a Skill Track each day, teaching lessons provided as trained during staff training.
5. Supervise assigned free-time activities each afternoon.
6. Assist counseling staff in maintaining discipline and managing conflicts among campers according to specific guidelines provided during staff training.
7. Coordinate aspects of camp program weekly (dismissing groups for hayrides or campfires, etc.).
8. Build relationships with Counselors and Counselors-in-Training and assist them in any questions or problems which may arise, communicating consistently with Directors to keep them informed of situations occurring and resolutions reached.
9. Lead devotions with staff members as assigned.
10. Maintain discipline within the staff bunkhouse (if hired as Bunk Supervisor).