



## Program Coordinator

(Recreation Specialist)

**PURPOSE:** To fulfill Riverside's mission "To know Jesus Christ and make Christ known to all." The Program Coordinator will work under the guidance of the Program Director. This role involves overseeing specific areas of the camp ministry and contributing to programming throughout the year.

### QUALIFICATIONS:

- A disciple of Jesus Christ.
- A leader who demonstrates a consistent life of integrity and humility. (1 Timothy 3:1-12, Titus 1:6-9)
- Committed to the Biblical design for ministry leaders to equip God's people to do His work. (Ephesians 4:11-13)
- Embraces Riverside's mission, core values, and statement of faith.
- Three or more years of camp ministry or congregational ministry experience.
- Currently certified as a Lifeguard Instructor or has the willingness to become certified.
- Strong relational, verbal, and written communication skills, along with the ability to think strategically and build effective teams.
- Deep commitment to camping ministry and recognition of the vital role of collaborating with the local church's ministry.
- Demonstrated capability to lead programming and events at a professional level.

### YEAR-ROUND PROGRAMMING FOR YOUTH & ADULTS:

- Participates in planning, preparation, and facilitation of all Riverside programming in the non-summer season.
- Serves as host at all non-summer events, interacting with participants, guests, and volunteers.
- Contributes to the larger team by helping with cleaning, set-up/tear-down, hospitality, decorating, event promotion, etc. as needed.

### RECRUITING:

- Actively engages in developing strategies for staff recruitment and organizes visits to colleges, youth ministries, and other venues to connect with young adults, encouraging them to participate in the ministry at Riverside. This includes travel (occasional overnight)
- Travels to churches and/or youth groups at different times of the year to promote the ministry of Riverside to potential campers, event attendees, and families.
- Reviews applications, seeks references, conducts interviews, and plays a role in decision-making for summer hires and supplemental programming needs throughout the year.

**SUMMER CAMP** - responsibilities include but are not limited to:

- Training - Participates in training sessions for summer leadership, support teams, cabin leaders, and junior cabin leaders.
- Coaching - Offers ongoing training and, when necessary, formal coaching if expectations are not met or if the ministry code of conduct is violated. Encourages and equips staff to effectively carry out their roles.
- Supervision - Of summer staff as a whole shared with other year-round program team members, more specifically provides guidance and support to our Discipleship Team, Junior Cabin Leaders, Lifeguards, and Adventure Leaders.
- Leadership - Will provide encouragement, praise, support, and prayer to all summer staff. Will model expected conduct and be available to listen when staff are experiencing struggles, and when necessary suggest appropriate resources.

**RECREATION RESPONSIBILITIES:**

- Adventure programming - Plan for and oversee Explorers, Pathfinders, and Wilderness summer experiences. Provide vision for future adventure activities.
- Challenge Course - Maintains, trains facilitators, and facilitates the course. Additionally will research and suggest new elements to consider. Coordinates for safety inspection annually. During summer will periodically observe summer staff facilitating to ensure safety and programming expectations are met consistently.
- Pool: Collaborates with the Maintenance/Grounds Coordinator to ensure the safe operation of Riverside Pool and meet or exceed all compliance requirements. During the summer, verifies the qualifications of summer lifeguards and provides necessary ongoing training. Offers direction, oversight, and support to the Pool Support Staff Member.
- Zipline—Maintains, trains, and facilitates the zipline. Assesses and maintains equipment to meet required safety and use standards. Frequently reviews zipline documentation to ensure ongoing compliance with expected practices. Coordinates safety inspections annually. Periodically observes facilitators to ensure safety and programming expectations are consistently met.
- Canoes/Kayaks - Ensures that all Riverside watercraft and safety equipment are maintained in good condition for months of usage. Verify canoes that go off-camp have valid licenses with the county. Plans for and participates in winterizing all equipment prior to the off-season. During the summer, conducts rounds to the lagoon to observe staff, ensuring they are exercising good judgment and meeting supervision expectations.
- Arts/Crafts - Throughout the year, ensure that the arts and crafts area is organized and well-maintained. For summer and events during the year, makes sure that the area has an adequate supply of materials needed for camps and events. Collaborate with the summer art fun ministry assistant to plan fun and engaging craft activities that campers will enjoy.
- Recreation equipment - Routinely rounds camp to ensure all other recreational equipment is in good condition for use (balls, nets, lower level dining hall recreation hall equipment, etc.) Ensures proper storage according to season.
- Collaborates with Retreat Coordinator to ensure rental groups have access to activities they plan on utilizing. If/when challenge course or zipline is desired by rental group, will either facilitate or obtain trained staff to provide facilitation of rec activity.

**COMPENSATION/COMMITMENT:**

- This is a full-time, salaried position. The majority of hours are on camp. Weekday and weekend work is required year-round depending on camp and rental commitments of Riverside.
- This position is expected to work an average of 40 hours per week throughout the year, although there are seasons (e.g., summer/fall) that require more hours.
- Monthly DAWG day (Day Alone With God) September through May, one 24-48 silent retreat annually (in lieu of that month's DAWG day), and time set aside for mentor/discipler as part of the work week.
- Generous holiday paid time off in addition to two weeks of paid vacation, sick time.
- Health insurance is available through Riverside group plan (BCBS), family or individual, some cost to employee.
- Flexible Spending Account (FSA) benefit - set aside pre-tax dollars that helps pay for qualified medical and dependent care expenses.
- Employer match contribution of up to 3% into SIMPLE Thrivent IRA.
- Professional development and networking (conferences, regional gatherings) through Christian Camping and Conference Association.
- Housing available if needed. Reasonable rent is paid to camp via payroll deduction according to employee's preference (deducted once per month, every other week, etc.)

IF YOU HAVE QUESTIONS - please contact Cheri Schendel-Hennager, Associate Director at Ph. 515-733-5271 or [Cheri@RiversideLBC.org](mailto:Cheri@RiversideLBC.org).

TO APPLY - Send cover letter and resume to Cheri Schendel-Hennager at [Cheri@RiversideLBC.org](mailto:Cheri@RiversideLBC.org).