

Indiana Conference of the United Methodist Church Impact 2818 Outdoor Ministries

POSITION DESCRIPTION

Title of position	EFCC Program Coordinator
Classification	Exempt
Supervisor	Sr. Manager of Student and Special Needs Camps

Responsibilities

a. Overall purpose of position

The EFCC Program Coordinator is responsible for coordinating on-site programs with churches and leaders to produce outcome oriented experiences programs. This position is a hand-in-hand partnership role that works alongside the EFCC Guest Coordinator to create the best program and guest experiences at Epworth.

- Relevant and Effective Program Development (That Thing, REYOAD, GLS, etc.) that serves the local church and empowers growth at the partner level
- Co-Director of That Thing
- Manage Program Sales & Growth Strategy
- Recruit & Resource Custom Camp Experiences
- Oversee Emergency Procedures, Readiness, and Actions
- Recruit, Train & Lead Volunteer Counselors & Directors

b. Essential Duties and Responsibilities include the following:

- Develop & lead programs in alignment with the program manual and Impact 2818 standards that serve the local church and accomplishes the mission of Impact 2818
- Deploy a curriculum in alignment with the program manual and Impact 2818 standards that: Serve the local church, Inspires and Equips participants to follow Christ in a daily missional lifestyle, and Develops socially-just & biblically-responsible spiritual adults
- Equip church leaders, directors, and volunteers to facilitate/serve during programs
- Ensure the 3 safeties for all guests
- Hire, train, and manage staff to accomplish our mission
- Coordinate with all EFCC staff and volunteers
- Promote EFCC programs through sales visits, site tours, & recruiting churches and campers
- Assist with marketing efforts; create and update content for web and print
- Manage your budgets and keep them financially in the black
- Evaluate programs and operations; continue to improve and upgrade
- Host, resource, and facilitate some retreat groups
- Champion of A/V Technology in the auditorium and around site
- Provide radical hospitality to all guests
- Use and update systems and procedures to ensure consistency
- Work with EFCC site team through weekly meetings
- Other duties as assigned by Supervisor

c. Occasional Functions:

- Assist with the maintenance and cleanliness of buildings, grounds vehicles, equipment and program features

- Assist with facilities and food service as needed
- Site Security
- Travel/attend Impact 2818 strategic meetings
- Promote the long range vision and direction of the Camp Site

d. Supervision of Staff/Volunteers (if any)

1. The Program Coordinator is the lead staff person during EFCC Programs & Custom Camps making decisions on behalf of the Sr Manager.
2. Oversee the integration and team-work of Facilities, Food Service and Program during Programs.
3. Management of Epworth Forest Auditorium Staff/Volunteers and other Seasonal Staff .
4. Coordinate Program Volunteers.

e. Budget accountability

- Maintain program and seasonal staff budgets, staying in the black. Accountable to Sr Manager of EFCC for all purchasing within the constraints of site budgets.

f. Workplace requirements

- EFCC office is primary location of work, with frequent travel for sales, recruiting and meetings. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made as needed.

g. Qualifications required to carry out this position: knowledge, abilities, and skills

To perform the job successfully, an individual should demonstrate the following competencies:

- Bachelor's degree from four-year college or university, or 3-5 years related experience or training, or combination of education and experience.
- Knowledgeable and supportive of the mission and ministry of Impact 2818
- Agreement with and lifestyle practice of Impact 2818 Statement of Faith and Mission Statement
- Sensitivity and commitment to diversity (culture, race, gender, theology, etc)
- Be a visionary leader who can communicate effectively with constituents
- Work independently and be a self starter
- Must be able to multi-task, managing many different types of situations at once
- Ability to lead in crisis moments
- Analytical problem solving skills
- Adaptability
- Able to work with and recruit artistic individuals who will serve on a development team, speak at camp, lead worship, and lead breakout sessions
- Ability to lead & speak from stage in front of 400 people
- Must be a creative programmer who can connect the spiritual journey through various mediums to a diverse population
- Passion and capability to minister to seasonal staff and permanent staff
- Physical and emotional ability and stamina to direct and participate in all camp activities, from early morning to late night
- Missional spiritual mindset as evidenced by your work or volunteer history
- Willingness and desire to learn and acquire new skills.
- CPR/First Aid Certification.
- An understanding of technology

- Individual must have proficient computer skills including: Microsoft Office, Google Docs, WordPress, and Apple Operating Systems

b. Compensation

Competitive Salary

Health Insurance

Pension of up to 9% matching

Paid vacation (certain blackout dates thru the year) and sick days

Meals provided, when kitchen is in operation, for immediate family members

Ryan Gernand – 4/2019