

Responsibilities of all Montlure Staff

1. Set the tone for the summer by creating a real sense of Christian community;
2. Possess a growing, searching, tolerant Christian faith that guide's one's daily life;
3. Provide a safe environment for all campers and staff at all times,
4. Work as a team;
5. Treat each camper and staff member as a treasured child of God;
6. Be flexible and adaptable when necessary;
7. Follow camp policies and procedures at all times;
8. Be a positive role model who each camper can respect and look to for support, understanding, and care;
9. Substitute for other staff members when asked and where appropriate;
10. Provide support and encouragement to all staff; and
11. Follow camp protocols for accidents and emergencies.

Montlure Assistant Program Coordinator (Volunteer) Position Description

The Assistant Program Coordinator possesses the characteristics of one with a commitment to Jesus Christ who is actively living out his/her faith and has knowledge of the essential tenets of the Reformed Faith. The Assistant Coordinator works under the direction of the Program Coordinator to deliver a wonderful week of Christian camping for each camper. The Assistant Coordinator serves as a volunteer for one week at camp and completes any special training required prior to the start of camp.

Minimum Qualifications

- Have at least one week of summer camp experience at Montlure Camp;
- Be 22 years of age or older;
- Able to implement and direct the teaching of Christian programming;
- Effective communication skills;
- Supervise and coordinate the counseling staff and campers;
- Able to accept direction and guidance from the Program Coordinator and Camp Administrator; and
- Be willing to submit to a criminal background check.

Preferred Qualifications

- Two or more summers in a supervisory role (counselor, director, assistant coordinator, etc) at Montlure camp.

Responsible To

The Montlure Program Coordinator

Expectations

Working closely and under the direction of the Program Coordinator to

- Plan, organize, and implement the week of camper programming;
- Direct, supervise, and participate in all camper activities; and
- Lead, supervise, and evaluate volunteer counselors.

Specific Responsibilities

1. Support the Program Coordinator with preparation and presentation of the week's program to include Christian curriculum, music, games, and other camp activities at age appropriate levels for the camp;
2. Assist the Program Coordinator in leading the counseling staff and implementing camp activities and programming;
3. Help recruit volunteer counseling staff;

4. Work closely with the Program Coordinator and counselors to guarantee the smooth operation of the camp with a high level of respect, teamwork, and communication;
5. Assist in implementation of opening day and closing day procedures for counselors and campers;
6. Provide leadership and supervision of counselors;
7. Support counselors and campers spiritually and emotionally;
8. Participate in the evaluation of each counselor;
9. Help provide an atmosphere of Godly compassion for staff and campers alike while demonstrating a love of camping that leads to high morale and well-being among the entire camp family;
10. Assist in pre-camp training and preparation for volunteer counselors; and
11. Coordinate travel and communication with volunteer counselors prior to their week at camp.

Physical Aspects

- Able to work and live in a rustic camp environment at high altitude (8,500 feet) with daily exposure to varying weather conditions;
- Able to respond physically and emotionally to first-aid and emergency situations including fire evacuation;
- Possess the strength, endurance and patience to maintain oversight of campers in a 24 hour residence camp; and
- Possess the visual and auditory skills to identify and respond to environmental and other hazards related to camp activities.