



# Michiana

## Christian Camp

### **JOB DESCRIPTION: Program and Communications Coordinator**

**PURPOSE:** To coordinate all camp programs prior to the summer camp season and provide support and leadership for the MCC Intern(s) and summer staff. To gather, organize and disseminate all in-house camp related communication.

**COMPATIBILITY:** The Program and Communications Coordinator should be a person whose life has been one above reproach. The Program and Communications Coordinator should look to the needs of program and communications development and the people involved with a servant's heart and with spiritual wisdom.

#### **PRINCIPLE DUTIES & RESPONSIBILITIES:**

- A. Regularly pray for camp deans and their faculty, event organizers, summer program staff and other volunteers.
- B. Work directly with camp deans and camp event organizers. Work on camp events & provide publication information for promotional material.
- C. Help interview and manage summer program staff members and their activities.
- D. Establish a follow-up program for campers, staff, faculty, and other volunteers.
- E. Manage and keep updated all digital communication (including but not limited to the MCC website, social media accounts, and camp session media.)
- F. Maintain a working donor database for communication purposes.
- G. Develop and disseminate a quarterly newsletter.
- H. Coordinate with the Business Services Supervisor to keep rental materials current.
- I. Train and support the MCC intern(s) to be able to perform his/her duties effectively.
- J. Participate in evaluating the program staff intern(s) to fulfill internship requirements.
- K. Help provide an atmosphere for developing good morale and well-being among the camp "family".
- L. Monitor and manage the rental food service menu options and amenities.
- M. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**REPORTS TO:** Camp Director

**POSITIONS THAT REPORT DIRECTLY TO THIS POSITION:** Any volunteer individuals or groups associated with program related duties or events (i.e. The Launch, Family Camp, etc.).

**7383 Steinbauer Road Niles, MI 49120 (269)683-4403 FAX: (269)683-4402 [www.michianacamp.org](http://www.michianacamp.org)**

**Staff:** Josh See, Director; Kelly Hullah, Business Services Supervisor; Andrew Hullah, Facilities Supervisor  
**Executive Board:** Eric Christian, President; Robert Hennen, Vice President; Nate Reinhold, Treasurer; Bob Jones, Dawn Nichols, CJ Powell, Joel Ross, Tabitha Wheat



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**WORKING CONDITIONS:** Varies from active to physically strenuous. Able to get around on rough terrain. Exposure to large amounts of sun. Proper use of camp communication and transportation systems, computers and other equipment. Proper use of cleaning chemicals. Limited exposures to blood borne pathogens and other infectious diseases.

**MINIMUM QUALIFICATIONS REQUIRED:**

- Must have strong supervisory, communication and leadership skills.
- Should be 21 years of age or older
- Must be an active member of a Church of Christ/Christian Church.
- Must exemplify Christ-like standards in all aspects of their character, integrity and adaptability.
- Must be a self-starter, self-motivated and a team player.
- Must not have any criminal convictions other than minor traffic violations.
- Must have all necessary health clearances.
- Must agree with and be willing to sign the MCC Statement of Faith.

**STATUS:** Full Time, salaried

Communications Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Job description was approved by the Executive Board on:

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