

Program Coordinator



Summary: The program Coordinator leads high-quality, interactive, and faith-building experiences through morning and evening Camp Gatherings. Camp Gatherings takes place Sunday to Friday. All youth, leaders and staff are requested to attend and participate. The intent of these services is to provide a venue for corporate worship, spiritual challenges and edification, discipleship, leadership training, testimonies, and biblical education.

Work in Connection with the Mission Weeks Director to:

- Lead the Camp Gathering times. Work alongside the Speaker, Worship Coordinator and Visual media Coordinator to create an impactful worship experience for Mission Weeks.
- Share any announcements at the beginning of the meeting.
- Make sure that everything is prepared for the speaker.
- Make sure all songs and slides are prepared by the Worship Coordinator.
- Coordinate evening activity options and additional activities on the schedule.
- Initiate learning by interacting and asking questions of youth workers.
- Help things move along smoothly.
- Share in the “common responsibilities” of the staff, policing the facility from a cleanliness standpoint, set up, tear down, etc.
- Responsible for finding youth to pray for meal times.

Be a spiritual role model seeking to honor the Lord Jesus Christ with your life.

- Choose behaviors that will be perceived as Christ-like from people of various church backgrounds.
- Be willing to set aside habits or hobbies that you believe are within your rights as a Christian if you believe a church may have different beliefs than you.
- Dress modestly, if clothing is not appropriate, will be notified and will be asked to change.
 - Program Coordinator will be given:
 - a staff shirt, which is to be worn Sunday afternoon and evening
 - a name tag to be worn Sunday afternoon and evening
 - a camper t-shirt, which is to be worn on Monday
- Pray daily for God to work in and through the CE Mission Weeks ministry to draw homeowners, people from the community, and participants from the church closer to Christ.
- Share prayer concerns with the Mission Weeks Director.
- Provide daily updates and reports including any announcements that are required or adjustments suggested to the Mission Weeks Director.
- CE Unity Statement:
 - The Program Coordinator agrees to abide by the CE Unity Statement in connection with Mission Weeks. See attached CE Unity Statement.
- Program Coordinator will follow up with the CE Mission Week Director with any questions or concerns about attached documents.

- Serve under the responsibility, authority of and report directly to the Mission Weeks Director.
 - The Primary Supervisor is Matt Ross, CE Mission Weeks Director
 - The secondary Supervisor is Dr. Dave Coryell, Executive Director of CE
 - Any additional supervisors will be authorized by the main Supervisor in the case that any of the above are not able to be present.
- Be on time for work responsibilities, meals and Gathering Times unless arrangements are made with the Mission Weeks Director.
- Be the liaison between CE, local church participants and anyone locally you meet.

Payment terms:

- Program Coordinator will be paid \$250/ per week
- Program Coordinator may raise additional financial support
- Any additional expenses for the ministry from personal funds require approval and be signed by the supervisor.
- Lodging will be provided.
- Program Coordinator is responsible for their own items/equipment for the weeks of ministry. These include and are not exclusive to:
 - air bed, cot, etc.
 - bedding, sheets, pillow
 - personal clothing
 - personal toiletries
 - personal hygiene items
 - any personal items or food

Transportation:

- To Mission Weeks will be the responsibility of the Program Coordinator
- Transportation will be provided to the Program Coordinator during the weeks of ministry in either of the following vehicles:
 - Supervisor's vehicles
 - Rental vehicle
 - Only people who are 21 years of age will be able to drive a rental vehicle
 - With another group as necessary
- Use of a personal vehicle is not encouraged
 - If a person decides to bring their own vehicle, they will be responsible for all financial obligations with the vehicle (i.e., gas, upkeep, insurance, tickets, etc.)
 - Program Coordinator under the age of 21 will need to receive adult/guardian approval to travel with their personal vehicle
 - The authorization needs to be in writing
 - Any supervisor needs to be informed of an underage person traveling with /in another Summer Staff's personal vehicle
 - The Program Coordinator's personal vehicle will not be requested for CE transportation, therefore there will be no reimbursement for mileage unless some other agreement has been made with the Supervisor in writing and signed by both parties.

Personal development will be offered by CE

- Each Wednesday afternoon the Summer Staff will meet with at least one of the supervisors mentioned previous
- During the meeting the following will be addressed:
 - next week's schedule and groups
 - assignment of Summer Staff to their groups
 - leadership training
 - spiritual development
 - any other matter that is of importance at the time