



## Program Coordinators

It is the job of the Program Coordinator to follow through in the organizing and running of the camps program activities as well as providing support and spiritual mentorship of the Cabin Leading staff. The Coordinator will ensure that each individual camper has a fun, safe, and growing experience at Pine Ridge.

### GENERAL QUALIFICATIONS

1. Shows the ability to understand and counsel people.
2. Has an interest to develop leadership ability in others.
3. Is willing to forego personal rights for the common good of the camp and camper.
4. Is in agreement with the philosophies, policies and procedures of Pine Ridge Bible Camp.
5. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
6. Is flexible and able to work with campers and other staff members.
7. Shows a consistent walk with God.

### SPECIFIC QUALIFICATIONS

1. Is at least 20 years old.
2. Has the ability to organize.
3. Is able to consider the facts and make decisions in pressure situations.
4. Has at least one year of college level training.
5. Preference given to applicants with at least one year counseling experience at Pine Ridge or another camp.

### TRAINING AND DEVELOPMENT

1. Attend the Pine Ridge summer training.

### RESPONSIBILITIES

1. Ensures flow and structure of all chapel times. Including overseeing/running program elements (Bible Drills, Games etc.)
2. Makes the announcements to the campers.
3. Monitors camper entrance into meals, maintaining order. Also, leads before-meals and in/out of dining room activities.
4. Conducts skits, mail call, naming the cleanest cabin, and keeping the contest scores up to date.
5. Ensures that activity and spiritual evaluations are current and collects evaluations at end of week.
6. Fills in for absent Cabin Leaders.
7. Makes sure all staff members are where they are supposed to be.
8. Introduces the guest speaker(s) in the chapel times.
9. Acts as head counselor for Cabin Leader staff.
10. Keeps the camp program on schedule.
11. Attends and participates in all planning and evaluation meetings which affect the program of the camp.
12. Attends support staff meetings as needed; conduct and lead daily cabin leader staff meetings.

### Answers To:

Program Coordinators answer directly to the Program Director.

Apply online today at:

[www.pineridgecamp.com](http://www.pineridgecamp.com)

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