

## **JOB DESCRIPTION**

Presbyterian Mo-Ranch Assembly  
Hunt, Texas

**JOB TITLE:** Day Camp Coordinator  
**DEPARTMENT:** Outdoor Education Ministries  
**SUPERVISOR:** Summer Camp Director  
**FLSA CLASSIFICATION:** Exempt  
**JOB CODE:** Seasonal Full-Time

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### **MO-RANCH MISSION STATEMENT**

*The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.*

### **OBJECTIVE OF JOB**

Develop, promote and administer Summer Day Camp at Mo Ranch.

### **ESSENTIAL JOB FUNCTIONS**

1. Develop, plan and promote a fun, well-organized Summer Day Camp program that reflects the mission of Mo-Ranch.
2. Conduct staff training, orientation and close of camp evaluation.
3. Ensure that supplies and equipment are ordered in a timely manner.
4. Develop and implement routines, schedules, and procedures for camp operation.
5. Develop work assignments, supervise and evaluate all day camp staff.
6. Maintain and review records and evaluations of all programs, operations, staff and facilities related to Mo-Ranch Summer Day Camps.
7. Develop an evaluation and summary of current season including inventories, staff evaluations, camper reports and recommendations for the following season.
8. Implement risk management plan, including emergency procedures.
9. Monitor safety of all aspects of the camp program.
10. Coordinate activities and programs with other departments as necessary.
11. Maintain camp within the standards set forth by A.C.A.
12. This position requires regular and predictable attendance as an essential function of the job.

### **Supportive Job Functions**

1. Lead activities in areas of expertise or knowledge as needed.
2. Represent Mo-Ranch to its constituents.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. At least three years of teaching or camp administrative experience preferred.
2. Ability to supervise staff and campers.
3. Be in excellent physical condition in order to meet the demands and challenges of a vigorous outdoor program; including ropes course, swimming, hiking, canoeing, etc.
4. Have outstanding interpersonal skills and demonstrated maturity.

5. Ability to plan and organize.
6. Must possess and maintain a current, valid driver's license.
7. Current Red Cross Standard First Aid and CPR Certification

**PHYSICAL REQUIREMENTS**

Must be able to read, write and understand English, walk, run, repetitive motions, visual acuity, and good speaking skills. Must be able to squat, bend, kneel, climb and reach. Ability to push, pull, and carry a minimum of thirty (30) pounds

**OTHER**

This is not necessarily an exhaustive list of all the responsibilities, duties, skills, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other different tasks be preformed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, of technological developments).

**GROOMING & UNIFORM**

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be work at all times while on duty.

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

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Employee \_\_\_\_\_ Date \_\_\_\_\_

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Witnessed by: \_\_\_\_\_ Date \_\_\_\_\_