Position Title: Program Coordinator at Wesley Forest
Classification: Year-Round, Full-Time, Exempt
Supervisor: Wesley Forest Center Director, Camp & Retreat Ministry
Salary Range: $35,000-40,000, commensurate with experience

Objective

The Program Coordinator at Wesley Forest shall serve the mission of Wesley Forest Camp & Retreat Ministry by designing and implementing experiences, hospitality, and programs throughout the year for youth, families, and adults. In addition to summer camp and year-round retreat programs, the Program Coordinator will assist in the management of the overall camp operation as a member of the staff team.

Essential Duties & Responsibilities

Program

- Oversee the development and operations of faith-based summer camp programs including on-site youth and family programs
- Oversee the development and operations of camp-sponsored retreats
- Recruit, train, manage, and evaluate staff for all programs
- Recruit, train, and manage volunteer leaders
- Oversee the year-round operation of camp program areas including challenge courses, waterfront, archery, and other specialized activities
- Participate in regional and national events for ongoing professional development
- Serve as on-site group host, lead program areas, and be on-call in rotation with other staff
- Assist with the general operation and upkeep of camp as needed including housekeeping, food service, maintenance, and other duties as assigned

Administration

- Maintain and ensure confidentiality of all appropriate records of campers, guests, and staff
- Manage programs within the overall camp budget

Outreach & Public Relations

- Coordinate and promote camp with congregations and other community partners. This includes but is not limited to church visits, conference events, and other strategic initiatives.
- In coordination with the Conference Communications Team, create and execute outreach communication strategies to widen the number of persons involved in programs and the number of guest groups served by the ministry. This includes general promotion of camp and retreat opportunities and collaborations including print, email, video, website, and social media

- Build relationships with families, guests, congregations, and community partners in the areas of fundraising and development.

Essential Abilities

- Ability to work in a highly collaborative environment with the Center Director, other staff, and volunteers
- Skills to effectively relate, instruct, and supervise youth and adults in a positive and supportive manner
- Capable of effective, appropriate, and sustained mental, emotional, and social responses in camp's constantly changing, youth- and guest-centered environment
- Cognitive ability to understand and implement safety regulations and procedures
- Visual and auditory abilities to effectively communicate in-person and through writing
- Have the physical, mental and emotional endurance to work long hours and irregular schedules
- Physical ability to walk, stand, sit, climb, kneel, crouch, and stoop, to perform job responsibilities in varied terrains and environments
- Physical ability to lift 50 pounds

Qualifications

Successful applicants will have a deep Christian faith and practice and the ability to lead and teach experiential faith formation. This position requires:

- A desire to work in outdoor ministry and to make campers and guests the top priority
- Excellent organizational and prioritization skills; ability to meet assigned due dates
- The ability to work with limited supervision in an overall team environment that requires communication
- Supportive of the mission of The United Methodist Church and the Susquehanna Conference
- At least 21 years old
- PA State Police, ChildLine, and FBI Fingerprinting Background Clearances

Benefits

- Susquehanna Conference-provided standard benefits for full-time exempt employees, including the following: United Methodist Personal Investment Plan (UMPIP) account with 9% annual salary contribution after one year employment; comprehensive health insurance options chosen by employee; continuing education opportunities; 20 paid time off days (vacation, sick) plus 14 holidays
- Housing: Private, single-family home; Utilities and internet included.