

## Baltimore-Washington Conference Job Description

**Title:** Program Coordinator, Manidokan Camp & Retreat Center  
**Location:** 1600 Harpers Ferry Road, Knoxville, MD 21758  
**Reports To:** Site Director, Manidokan Camp & Retreat Center

**Classification:** Full Time, Exempt, Full Benefits Package

**Revised:** November 2021

**Purpose:** Provide leadership for development, supervision and implementation of program activities at Manidokan Camp & Retreat Center

### Principle Accountabilities:

- **Manage Summer Residential Program** Develop and supervise program activities at Manidokan including but not limited to:
  - a. Adventure Activities such as team initiatives, low ropes, high ropes: includes aerial park, zipline, and more.
  - b. Waterfront activities at pool and Potomac River
  - c. Arts and crafts for summer campers
  - d. Games, sports and other outdoor activities for campers and retreat guests
  - e. Involve campers in nature in a variety of ways
- **Hiring** Assist directors with interviews and selection of program staff
- **Supervision** Provide training and leadership for the program resource staff and staff counselors including the operations and programming of offsite trips, onsite programs, and evening activities such as Mission Manidokan night, etc. Assess and coach staff throughout the summer.
- **Host Retreat Groups** Host retreat groups multiple weekends a month. Serve as the pre-retreat coordinator with groups to design program schedules.
- **Make Schedule** Work with volunteer directors to create a weekly schedule and to make changes as needed throughout the week.
- **Resource Volunteers** Serve as a first contact for volunteers with questions about program or camper needs.
- **Coordinate Trips/Transportation Schedule** Serve as a driver of a 15-passenger van.
- **Coordinate Partnerships** Coordinate details for external partnerships such as day camps, day groups, River & Trail
- **Assist in evaluation** Assign, assess, and coach summer program staff in areas of performance. Participate in mid-summer and end of summer evaluations.
- Other duties as assigned by the Site Director

**Special Aspects of the Role:**

This is a key leadership role in a Christian organization that is focused on promoting the teachings and values of Christ to our campers, retreat guests, staff, and volunteers. It is therefore preferred that the jobholder be of the Christian faith, United Methodist denomination or similar, and driven to be Christ centered and Christ-like. In addition, the individual should be open to listening and learning from the faith experiences of others with different theological views.

The job will be based at Manidokan. Program Director preferred to live onsite for summer weeks. Both housing and meals are provided on summer and weekends. Occasional travel is required.

This position requires a criminal background check per state requirements for Youth Camp Certification, drug and alcohol pre-employment testing, and CPS Adam Walsh background check.

**Educational Attainment:**

Preferred undergraduate degree or equivalent experience.

**Work Experience:**

A minimum of two years of experience in programming leadership for summer camp and retreat activities or equivalent experience is required.

**Skills & Knowledge:**

- Strong organizational skills
- Strong verbal and written skills.
- Ability to identify problems and needs, think through options, plan alternatives and recommend proper adjustments and solutions.
- Ability to interact with diverse groups including clergy and laity of different cultures and races.  
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- Capable of attaining recognized certification for adventure programming, initiatives, low ropes and high ropes, water sport and swimming activities.
- Physically capable of leading, facilitating and guiding groups through adventure activities and water activities.
- Able to participate in leading all camp or small group worship and other large group activities from an up front position.  
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- Ability to train and supervise staff in facilitating adventure activities, camper behavior management, and professionalism in the work place.
- Ability to coach and motivate summer staff team to deliver on their objectives.
- Ability to empower staff to take timely action based on rational decisions and constraints.
- Ability to create and nurture a team environment.  
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- Has or can attain a basic working knowledge of the culture and structure of the UMC.

**Key Competencies:**

Radical Hospitality	Concern for Impact	Creativity
Strategic Thinking	Supervising Work	Flexibility
Interpersonal Awareness	Adaptability	Concern for Safety
Innovativeness	Self Control	
Ability to Learn	Concern for Standards	