

## 2025 Job Description by Mission Center Key Functions in Bylaws

### Camping Coordinator

#### Leadership Skill Development

- Identify, train, and support camp directors & staff
- Provide child protection training

#### Congregational Consultant Ministries

- Support congregations and groups planning retreats

#### Missionary Ministries

- Maintain youth camp website and social media accounts
- Develop camp promotional materials such as flyers, postcards, and videos
- Promote camp registration

#### Financial resource development and support

- Solicit program donations and other funding for youth camps, family camps, and retreats
- Consult on management of camp budgets including purchase of food, supplies, equipment, etc.
- Communicate requested building, property, and equipment repairs and upgrades on behalf of camp and event directors

#### Specialized ministries (e.g., children, youth, young adult, singles)

- Coordinate and direct youth camp ministries
- Support periodic retreats for youth and young adults
- Collaborate on developing future youth camp & retreat schedules
- Explore and experiment with new models for youth camps, retreats, and gatherings at campgrounds

#### Coordination of periodic celebration events (e.g., reunions, camps, etc.)

- Coordinate and support all age camp ministries (family camps/reunions/retreats)
- Collaborate on developing future family camp schedules
- Collaborate with MCP to identify family camp director, staff, and guest ministers
- Support and advise family camp directors and staff
- Explore and experiment with new models for camps, retreats, and gatherings at campgrounds
- Assist with mission center conference planning and organization
- Present reports, teach classes, and lead spiritual formation as needed

#### Human resources

- Assist with recruitment and hiring of youth and family camp staff as needed
- Facilitate conflict resolution between camp/event directors and campground staff/leaders
- Complete required screening for youth camp staff

#### Essential Administrative Functions (e.g., implementation of World Church policies, priesthood administration, pastoral supervision, etc.)

- Oversee storage and maintenance of camping program records, equipment, and supplies
- Complete required state licensing and ensure policy compliance
- Review and process reports required for injury, child abuse/neglect, grant funding, etc.