



Community of Christ

Position Description

Date	2025
Title	Michigan Mission Center Camping Coordinator
Education Requirements	High School
Experience Required/Desired	3-5 Years
Immediate Supervisor	Mission Center President
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <i>List hours per week: 24 hours per week</i> <input type="checkbox"/> Part Time (under 20 hours per week)

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	Leads, coordinates, and supports camping ministries as directed by the mission center officers. Responsible for recruiting, training, and supporting camp directors and staff. Ensures compliance with state and local laws and regulations for camps and church policies for youth ministries. Promotes camping ministries with internal and external audiences. Serves as a liaison with campground managers and campground boards on behalf of camping ministries.
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ol style="list-style-type: none"> 1. Coordinate and direct youth camp and family camp ministries 2. Provide for periodic retreats for youth and families 3. Support congregations and groups planning retreats as needed 4. Provide child protection training as needed 5. Promote camping ministries to internal and external audiences 6. Explore and support new models for camps, retreats, and gatherings at campgrounds 7. Solicit program donations and other funding for youth camps, family camps, and retreats
Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including</i>	Required: <ol style="list-style-type: none"> 1. Relates well with others 2. Building Effective Teams

<i>physical demands, with a minimum of 5 required and 3-5 desired)</i>	3. Motivating others 4. Organizing 5. Action-oriented 6. Approachability 7. Integrity and trust Desired: 1. Leadership Skills 2. Ability to balance priorities 3. Managing Vision and Purpose 4. Conflict Management
Supervisory Responsibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please say how many staff and what positions are being supervised. Multiple volunteer camp directors and staff members
Other Duties	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
Registered Youth Worker	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
Grade (To be filled out by Human Resource Ministries)	
Ministerial Status (to be determined by Human Resource Ministries)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status (to be determined by Human Resource Ministries)	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

This job description is approved by the following:

Printed Name	Signature	Date
Immediate Supervisor		
Director, Human Resource Ministries		

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee		
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