

PATRICK HENRY COLLEGE

POSITION DESCRIPTION

Title: Teen Camp Coordinator

Office Of: Admissions

Incumbent:

Reports to: Director of Admissions

Supervises: Faculty liaisons and student staff (head male and female counselors, regular counselors, student administrative assistant)

POSITION SUMMARY: Teen Camp Coordinator will be responsible for all aspects of planning and implementing the Teen Camp program each summer. This includes working with faculty and staff to establish which camp topics will be offered and what dates each one will be held. It also involves selection of staff, administration of the registration process, and the actual operation of the camps while they are in session.

ESSENTIAL JOB FUNCTIONS:

- Work with supervisor, Academic Affairs, and other department heads to set camp topics and dates
- Work closely with faculty administrators to create a robust educational experience
- Create a robust marketing plan including, but not limited to, coordinating the production of Teen Camp promotional material including website and brochures
- Communicate with interested students/parents about teen camps
- Responsible for maintaining accurate camp records by working closely with the Admissions Data Coordinator and Accounting
- Work with Director of Admissions and Dean of Students to select the counseling staff
- Train and supervise counseling staff
- Provide all administrative and logistical support including liaison with facilities, staff, food service, and other important campus personnel
- Provide on-site counselor supervision and administrative support while camps are in session
- Provide on-site camper supervision and leadership

OTHER FUNCTIONS:

- Help maintain the Christian, leadership, and academic focus of the Camp program

INTERACTION/COMMUNICATION:

Internal: Regular interaction with all other units within the College, most frequently with academic administration, communications, and student life.

Nature of Communication: Formal and informal meetings, information sharing, face-to-face, phone, and e-mail.

External: With prospective students, parents, and vendors.

Nature of Communication: Provide information regarding camp offerings and policies, set up arrangements with vendors.

FINANCIAL RESPONSIBILITY: Monitors receipts and expenditures relating to Teen Camps, and is responsible for following procedures for use of purchase orders. Will provide a profit and loss summary for the program at the end of each camp season.

MINIMUM QUALIFICATIONS:

- Strong attention to detail and facility with basic financial facts relating to registration
- Ability to coordinate and plan events
- Ability to work with a variety of people
- Good communication skills
- Strong commitment to Christ and support of PHC mission

PREFERRED QUALIFICATIONS:

- Prior experience in youth and/or camp ministry
- Bachelor's degree

REQUIREMENTS:

- If working at home, easy access to email and phone communication
- Assumption of regular meetings on campus with key Teen Camp staff and other collaborators
- Significant campus presence during Teen Camps

EMPLOYEE CLASSIFICATION: Non-Exempt

PHYSICAL REQUIREMENTS:

Standing, sitting, walking, stooping, talking, reaching, and must be able to lift a minimum of 30lbs.