

## Camp HBC Preparation Coordinator

### JOB DESCRIPTION



<b>Department:</b> Camp HBC	<b>Reports To:</b> Camp HBC Director
<b>Work Level:</b> July and August Full-Time	<b>Approved By:</b>
	<b>Date Revised:</b> January 2024

### JOB SUMMARY

Reporting to the Camp HBC Director, the Camp HBC Preparation Coordinator's role is to prepare and coordinate events and supplies of Camp HBC, Kitchen & JR helpers

### Commitment to Mission

- Ensure that the mission statement of Camp HBC is fulfilled - "To present the gospel, live in a manner worthy of the gospel, and serve our campers and families for the sake of the gospel."
- Ensure all work aligns with the camp's mission.
- Support Camp HBC's values, which include conducting oneself in a manner that is consistent with the code of conduct as well as Office Culture at HBC.
- Promote and support a positive and encouraging work culture.
- Exemplifies Christian devotion, obedience, and character. Must be a regular student of the Word.
- Agrees with HBC's Statement of Faith and Vision & Staff Lifestyle Policy, without reservation.
- Understands, and is demonstrably committed to, regular church attendance.

### DUTIES AND RESPONSIBILITIES

- Workplace conduct should reflect a knowledge of and adherence to Camp HBC Mission.
- Follow all HBC health and safety policies & procedures to ensure the safe execution of all camp work.
- Collaboratively manage kitchen and prep worker volunteers.
- Responsible for the preparation and set-up of registration stations, camp activities and events in a timely manner.
- Responsible for clean-up and tear-down of all camp events.
- Responsible for ensuring the kitchen surface areas are disinfected and tidied daily.
- Manage and organize camp supplies, inventory, and storage ensuring easy accessibility.
- Procure supplies as needed.
- Organize documentation for field trips, hot lunches, and medical information.
- Support and encourage Jr Helpers in their daily tasks.

### MINIMUM REQUIREMENTS

- Strong communications and interpersonal skills.
- Previous experience setting up camp activities.
- Strong project management, organizational and time management skills, with an ability to prioritize and manage multiple projects simultaneously, seeing projects to completion on deadline and with quality.
- Self-motivated with the ability to work independently as well as effectively as part of a team, instilling confidence, and trust among team members.
- Strong writing skills.
- High ethical standards, discretion, and confidentiality in working with campers, team members and volunteers.
- A passion for the organization's mission.
- Ability to work well within a diverse team of internal and external individuals.

## **SKILL, EFFORT, COMPETENCIES AND OTHER SPECIFICATIONS**

### **Education/Qualifications**

- Bachelor's Degree preferred.
- Knowledge of Google Workspace.
- Knowledge and use of audio/visual equipment.

### **Experience**

- Minimum of two (2) years' camp experience preferred.

### **Communication**

- Demonstrated interpersonal skills.
- Able to provide timely and concise information to others both orally and in writing.
- Help others communicate effectively by ensuring that communication occurs among all organizational levels and with all appropriate people.
- Able to express and present thoughts, opinions, preferences, and complex ideas clearly, succinctly and in an understandable manner.
- Encourages honesty, trust, and respect in relationships with others.
- Strong facilitation skills.
- Able to influence others.

### **Physical Demands**

- Sitting, walking, crouching, bending, and lifting.
- Varying lumbar and vertical rotation, as well as shoulder reach.
- Sustained standing, walking, bending lifting and sitting as required.

### **Mental Demands**

- Ability to respond effectively to inquiries, issues, and concerns.
- Short and long-term memory capability.
- Alertness, concentration, judgment, and decision making.

### **Other Competencies**

- Ability to empathize and connect with team members.
- Ingenuity and creativity.
- Problem solving, critical thinking and information seeking skills.
- Ability to work in a self-directed environment; ability to work independently and as part of a team.
- Ability to establish priorities and manage a variety of tasks.
- Ability to be highly flexible and adaptable to manage complex people issues and competing priorities simultaneously.
- Ability to meet deadlines and targets as committed to.
- Discretion, judgement, and ability to handle confidential and sensitive information.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent to the position.

The above information is correct, as approved by:

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Pastor of Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Camp HBC Director

\_\_\_\_\_  
Date