



444 Lake Road • French Camp, MS 39745 • 662-547-6169 • www.CampoftheRisingSon.com

Position: Program Coordinator

Responsible to: Camp Director

Essential Duties and Responsibilities: The purpose of this position will be to serve a vital role in the overall operation of the camp while demonstrating the love of Christ to all served.

- Assist with planning and execution of the summer camp program and other programmed events.
- Implement marketing strategy including website, social media, and online store.
- Assist in staff recruiting, hiring, and training for summer camp program.
- Integral part of Summer Leadership team with oversight of staff and assigned areas of oversight.
- Prepare buildings and set up for group use throughout the year.
- Serve as a host for programmed and rental groups.
- Oversee student workers through the FCA Work Program/Work Based Learning Program consistent with the goals and philosophy of this ministry.
- Assist in care of facilities and equipment striving to maintain a clean, professional environment.
- Uphold a standard of excellence in customer service.
- Be part of the overall French Camp Academy staff and participate in activities and training as expected.
- Be willing to perform other ministry and job-related duties as need arise.

Qualifications:

- Two seasons working in camping ministry.
- Current certification (or ability to obtain certification) in CPR and First Aid.
- Current certification (or ability to obtain certification) in at least two activity areas: Ropes, Lifeguard, Archery, Boating
- Knowledge of and ability to use appropriate software for above duties.
- Physical requirements of standing for 45 minutes or more, able to lift 50 lbs., and move about camp property in various environmental conditions.
- Emotional resiliency to adapt to changes in schedule and assignments and to effectively supervise and interact with staff, campers, guests, and students.
- Commitment to investing in the lives of young people.
- Willingness to work in a camp setting and work irregular hours including frequent weekends and holidays.

French Camp Academy offers a compensation package that includes base salary, medical and life insurance coverage, and retirement plan.

If interested, please send your resume to tmilhan@frenchcamp.org with Program Coordinator in the subject line.



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Position: Office and Hospitality Manager

Responsible to: Camp Director

Essential Duties and Responsibilities: The Office Manager oversees the camp office, serves as the primary contact person with the public, coordinates guest use, and handles registrations and communications to and from the CRS office. A commitment to serve and invest in the students of our parent ministry, French Camp Academy, is an essential function of all staff positions. A commitment to excellence, to personal spiritual growth, and to do all work to the glory of God is a must.

- Maintain friendly and professional communication with parents, staff, and guests through phone, email, and paper.
- Facilitate smooth internal communication during summer camp.
- Acquire knowledge of camp operations to answer questions as needed.
- Manage Camp Brain software, Bunk1 account, the reservation system and other software.
- Oversee Sunday check-in during summer camp.
- Maintain accurate records and information.
- Manage receipts and submit purchase orders through financial software.
- Assist with planning and execution of summer camp, programmed events, and rental use.
- Provide guidance, oversight, and accountability to summer staff.
- Assist with oversight of student work crew, work-based learning students and activities.
- Execute a standard of excellence in customer service including foodservice, housekeeping, laundry, activity use, supplies and staffing.
- Be willing to perform other ministry and job-related duties as need arise.

Qualifications:

- Previous work experience in an office setting.
- Prefer having worked in camp ministry.
- Ability to pay attention to detail and keep organized records.
- Proficiency in computer skills necessary to manage camp registration software, website, MS Word, and Excel.
- Emotional resiliency to adapt to changes in schedule and assignments and to effectively interact with parents, staff, campers, guests, and students.
- Commitment to investing in the lives of young people.
- Willingness to live and work in a camp setting and work irregular hours including frequent weekends and holidays.

French Camp Academy offers a compensation package that includes base salary, medical and life insurance coverage, and retirement plan.

If interested, please send your resume to tmilhan@frenchcamp.org with Office Manager in the subject line.