



444 Lake Road • French Camp, MS 39745 • 662-547-6169 • [www.CampoftheRisingSon.com](http://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 for all programs including website 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 live and work in a camp setting and work irregular hours including frequent weekends and holidays.

If interested, please send your resume to [carrie@campoftherisingson.com](mailto:carrie@campoftherisingson.com) with Program Coordinator in the subject line.