

# Job Description

**Position: Program Coordinator**

**Responsible to: Guest Services Director &  
Camp Director**



## Essential Duties and Responsibilities

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The purpose of this position will be to serve a vital role in the overall operation of the camp and conference center 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.
- Assist in staff recruiting, hiring, and training for summer camp program.
- Prepare buildings and set up for group use throughout the year.
- Serve as a host for programmed and rental groups.
- Oversee a daily crew of student workers through the FCA Work Program consistent with the goals and philosophy of this program.
- 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

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- 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
- 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 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 weekends.
- Be proficient with Adobe Creative Suite software or the ability to learn this software.
- Possess the skills necessary for creating and posting social media content.

**NEED MORE INFORMATION: For immediate reply, qualified applicants can contact Carrie Browning at [cbrowning@campoftherisingson.com](mailto:cbrowning@campoftherisingson.com) or by phone at (662) 547-6169.**

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**444 Lake Road • French Camp, MS 39745 • [www.CampoftheRisingSon.com](http://www.CampoftheRisingSon.com)**