



Job Description: Interim Program Coordinator

Overview: The Interim Program Coordinator will work in consultation with the Cale staff to make sure that the programs and offerings of Cale are appropriate for the ministry. The Interim Program Coordinator will work in conjunction with the Assistant Director to coordinate and maintain the activities of Cale.

Report: The Interim Program Coordinator will report directly to the Assistant Director.

Desired Skills and Traits:

- Clear communicator
- Adaptable to changing situations
- Valid driver's license
- Physically able to work outdoors for long periods of time
- Able to stand for long periods of time
- Capable of lifting around 50 lbs
- Evidence of a strong Christian faith that is growing and maturing
- Clean background check

Duties:

- Act as lead program staffer
- Keep track of outdoor activity needs
- Gain certifications based upon current and developing programming
- Work with volunteers and staff in a supervisory role for all outdoor and adventure programming and assisting as needed
- Assist in recruitment, evaluation, and training of summer staff and program staff
- Assist with inventory and supplies with ranges and ropes courses
- Help with planning and promotion of summer camp and programs
- Assist Assistant Director in the implementation of summer camp and offseason activities
- Assist Assistant Director with office duties
- Work directly with groups that come on to campus
- Other duties as assigned