



## DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

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### CAMP MINISTRIES COORDINATOR

#### Job Description

**KEY RESPONSABILITIES:** Oversee and manage the year-round planning and execution of both Diocesan Summer Camp Programs - St. Vartan Camp and Hye Camp. Complete all administrative and programming tasks pre/post camp and attend each camp/session as directed to lead training sessions and assist the camp directors and camp office coordinator in the daily operation, (see Appendix A).

#### JOB DESCRIPTION OF THE CAMP MINISTRIES COORDINATOR

**POSITION NAME:** Camping Ministries Coordinator

**REPORTS TO:** Director of the Diocesan Ministries

**CLASSIFICATION:** Full-Time, Exempt; Hybrid

#### POSITION DUTIES AND RESPONSIBILITIES:

- Develop working relationships with clergy, youth workers and parish leadership.
- Oversight of the successful planning, execution, and management of the implementation as well as all pre and post camp activities of St. Vartan Camp and Hye Camp. It is critical to develop a close working relationship with the respective administrative staffs.
- Oversee the development of camp curriculum. (Armenian Language, Arts and Crafts, Armenian Heritage and Culture, Religion and CIT Leadership Training).
- Create and lead onsite Staff Training at both St. Vartan Camp and Hye Camp.
- Oversee the planning and execution of day-to-day operations and working with the on-site camp director and camp office coordinator. Attend Diocesan Summer Camp programs, as needed.
- Develop a training plan that includes execution of the following training program deliverables: CIT Leadership Training Curriculum, Staff Training, and New Camp Director
- Develop a plan for ensuring Clergy Camp Directors are present each season. This includes transitioning from current to new Directors and the training and orientation of new Directors.
- Develop strong working relationships with the AYCC Board, AYCC Staff, and NYS-DOH Senior Sanitarian for St. Vartan Camp as well as the Hye Camp Board and Camp Hickory Staff for Hye Camp.



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- Promote summer camp programs throughout the year (including parish visits, marketing etc.).
- Attend regional and national meetings of the American Camping Association and Orthodox Christian Camp Association and youth worker training to remain informed of state requirements and best practice.
- Create small summer camp or retreat type of programs during off season to promote summer camp programs.
- Develop Hye Camp and St. Vartan Camp Alumni Associations to delegate some of the work that can be done by volunteers.

## REQUIREMENTS

- Active member of an Armenian Church parish.
- A college degree in a related field or 1 year of related experience preferred.
- Previous camp and ministry experience (a plus).
- Proficient computer skills (Microsoft Office, Internet, and social media platforms, etc.).
- Excellent interpersonal as well as written and verbal communication skills,
- Strong organizational skills and responsiveness with excellent customer service mentality,
- Familiarity working with children and young adults
- A self-starter, who is an enthusiastic team player with the ability to accept guidance and supervision. Must have the ability to multitask with changing priorities.
- Good character, integrity, and ability to lead by example