

The Christian Church (Disciples of Christ) of Mid-America

Co-Coordinator of Regional Youth and Summer Ministries – Crowder Camps, Faith Adventures

Position Description and Contract

Position Description

This is a part-time contract staff position requiring a time commitment of approximately 10 hours per week, seasonally adjusted.

This staff person reports to the Mid-America Minister Team member with the Youth Ministries Portfolio. Currently that person is Paul Koch.

Compensation shall be for a 12-month period and paid in amounts and in accordance with a schedule to be arranged through the Mid-America Minister Team member with the CCMA Administration portfolio – at this time Penny Ross-Corona.

The Co-Coordinator of Youth and Summer Ministries provides oversight and supervision for the planning and implementation of the region's events for children and youth and the CCMA Summer Ministries. S/he is a member of the CCMA Staff Team and is required to cultivate communication with the region's ministers and those who work with children and youth in their congregations. S/he is also required to be present and visible at the region's Assemblies, workshops, and other events.

Description of Duties (The Coordinator will carry out these duties directly for the Crowder Camps, Faith Adventures Camps, and potentially other camps developed in the western portions of the Mid-America Region, and will assist/coordinate with the leaders of our other programs.)

- Facilitate and manage the work of the Outdoor Ministries Team and NEOLA/SEG Camps Co-Coordinator to schedule dates and locations for Summer Ministries
- Develop and Supervise the Registration process of all camps in the Mid-America Region, electronic and traditional paper form processes. Following regional protocols, hire a registrar if warranted.
- Work with the appropriate persons to develop and manage a comprehensive budget
- Negotiate contracts, manage facility details, ensure the safety of campers and staff, and nurture mutually beneficial relationships with vendors and facility staffs
- Follow applicable guidelines to work with established camps volunteer leadership:
 - Recruit Directors, Counselors, Junior Counselors, Nurses, Life Guards, Cooks, and other staff as needed
 - Provide orientation and location-specific training for Program Staff, Directors, Junior and Adult Counselors, and others
 - Provide Safe Sanctuary training for everyone who will work with the children and youth (comprehensive training program is being developed)
- Work with the NEOLA/SEG Camps Co-Coordinator to help create, develop, and monitor websites, social media, and publicity especially for Crowder Camps and Faith Adventures Camps but working cooperatively for unified regional publicity
- Inventory and purchase supplies
- Stay current on policies and monitor Safe Sanctuary practices

- Recruit in consultation with the Regional Minister Team Member the requested number of clergy and laity from congregations to participate in conversations and planning for Mid-America ministries for and with children, youth, and those who work with them
- Recruit in consultation with the Regional Minister Team Member clergy and laity from congregations to represent the Youth and Summer Ministries in Mid-America and General Church Planning Teams

An annual evaluation of work performed shall be conducted by the Employer in October of each subsequent year of employment and a report of findings will be provided to the Personnel Committee of the Christian Church (Disciples of Christ) of Mid-America.

In all other respects this contract shall presume to include all rights and responsibilities of the Personnel Policy of the Christian Church (Disciples of Christ) of Mid-America unless otherwise stipulated in an addendum to this contract which is acknowledged and signed by both parties.

Mail or email cover letter explaining how you see yourself a match for this position, your theological perspectives of outdoor ministry, and your resume detailing direct professional and volunteer experience relating to camping programs by October 24, 2016 to

Rev. Dr. Paul Koch, M.Div, D.Min.
Transitional Minister, Regional Minister Team
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