



Program Coordinator

Description

Are you a mature, Christian called to lead in the name of and through the love of Jesus? Are you ready to answer God's calling and help transform lives with the love of Christ through sports, arts, and meaningful relationships? Shiloh Camp & Adventure Course is seeking a mature, Christian leader with super high energy, extreme organization skills, and a heart for the inner-city.

Responsibilities

- Create and implement all curriculum, schedules, and strategies for year-round programs.
- Recruit, train and manage summer staff and volunteers.
- Maintain an updated summer camp staff training manual.
- Ability to work positively within a team environment, and maintain positive relationships with co-workers.
- Develop and implement recruiting and follow-up strategies for campers, camper families and volunteers.
- Coordinate events that maintain relationships with current and alumni staff, volunteers, and campers.
- Develop and maintain community, church and ministry partner relationships.
- Serve as the community liaison to churches/organizations that bring campers.
- Oversee facility management, maintenance, and rentals of property.
- Maintain inventory of all facility supplies, and organize supplies within proper storage facilities.
- Purchase equipment and supplies to meet operational and programming needs.
- Create monthly camper newsletter.
- Other duties as assigned.

Qualifications

- Bachelor's degree preferred or two years of experience working within a camp environment.
- Strong biblical knowledge, dynamic public speaking skills and the ability to relate to all ages.
- Organized, flexible, strong leadership skills, fun and creative with a high energy level.
- Available to work after hours to meet the demands of retreats and special events.
- Advanced skills in Microsoft Office, and graphic design experience.
- Must be able to work indoors and outdoors year round on rugged terrain.

Visit www.shilohcamp.org and www.shilohadventurecourse.org for more information about the camp.

Application Process: Email cover letter and resume

Contact Person: Stephan Moore

Phone: (405) 858-7011

E-mail: info@shilohcamp.org

Website: shilohcamp.org

“Transforming our inner-city with the love of Christ through sports, arts, and meaningful relationships.”