



**Camp Whitman on Seneca Lake
Presbyteries of Geneva & Genesee Valley**

Program Coordinator (for Adults & Youth with Developmental Disabilities)

Dates: June 29 – August 15, 2015

Starting Salary: \$7,000 plus Room and Board

Responsible to: Camp Whitman Camp Director

Qualifications: The Program Coordinator for Adults & Youth with Developmental Disabilities must be at least 25 years of age and have a cleared background check. In addition, this person must hold a Bachelor's degree in one of the following areas: physical education, recreation, education, social work, psychology, rehabilitation or a related human service field. The Program Coordinator for Adults & Youth with Developmental Disabilities must present evidence of one year of MR/DD experience. A deep personal faith in Jesus Christ, an active, evolving spiritual life, strong communication skills and an ability to work collegially are all characteristics which will be sought in applicants for this position.

Specific Responsibilities:

By October 30th, with the Camp Director and with input from the Program Coordinator for Graded Camps, develop the next year's schedule, camp offerings, and accompanying descriptions, seeking to develop activities and strategies to include all campers.

Develop/update a curriculum outline for each camp at least three (3) months prior to the camp season, including the focus of the camp, ways in which the purchased over-all curriculum will be included on a daily basis, what we expect campers to learn, and activities specific to that camp.

(over)

Two (2) months prior to the camp season, plan for the upcoming program including ordering of program supplies, with input from the Program Coordinator for Graded Camps, and the development and planning of any program related special events. Screen and accept campers to the program based on criteria developed with the Camp Director and Nurse Coordinator.

Meet periodically throughout the off-season with other team members to prepare the program for the upcoming year.

Work with the Camp Whitman Leadership Team in the recruitment, hiring, and training of counselors and volunteer program staff.

Coordinate with the Program Coordinator for Graded Camps the implementation of the purchased over-all curriculum, including training of staff and program volunteers to assist in this implementation.

Promote relationship-building; supervise and evaluate the work of counselors and program volunteer staff with the Program Coordinator for Graded Camps.

Oversee the daily activity schedules, special events, and staff assignments/ breaks for counselors working in the camps for persons with developmental disabilities throughout the eight week summer camping season.

With the Program Coordinator for Graded Camps, ensure counseling staff and volunteer staff adherence to the Policy and Procedure Manual.

With the Program Coordinator for Graded Camps, and in consultation with the Camp Director, coordinate the all-camp worship and vespers services.

With the Program Coordinator for Graded Camps, ensure the inclusion of our campers with developmental disabilities in the program of Camp Whitman.

As part of the Leadership Team, maintain visibility, accessibility, and responsiveness.

Work to further the presbytery's vision for the camp.

Perform other tasks that may be assigned by the Camp Director

Please send cover letter and resume to Presbytery of Geneva, 2472 State Route 54A, Penn Yan, NY 14527. Feel free to call our office with any questions at 315.536.7753.