



Gilmont Camp and Conference Center Program and Mission Coordinator

The Program and Mission Coordinator oversees certified camp activities, assists in program leadership with existing Gilmont programs, organizes and leads mission and volunteer opportunities, and serves as host for retreats and rental groups throughout the year.

Program

1. Maintain the necessary certifications or equivalent training to lead and/or supervise all Gilmont certified activities.
2. Maintain American Camping Association (ACA) and Texas Youth Camp standards in all programs and activities.
3. Order, receive, and monitor inventory of equipment and supplies for all program activities.
4. Organize and maintain clean and organized program supply areas, as well as maintaining equipment.
5. Work closely with the Executive Director and Program Director to set measurable goals to evaluate the effectiveness of Gilmont programs and activities.
6. Facilitate or provide program leadership for Gilmont programs, retreats, and events. This includes, but is not limited to, Circle of Friends, Outdoor School, annual adult and youth retreats and events.
7. Work closely with the Program Director to schedule staff for certified activities during Gilmont programs or for rental groups.
8. Serve as host for rental groups.
9. Serve on the Board of Directors Program Committee and attend Board meetings when requested.

Mission

1. Order, receive, and monitor inventory of supplies needed for PDA kit assembly.
2. Communicate and coordinate with Ferncliff for pick up and other logistics.
3. Lead volunteer groups assisting with PDA kit assembly or other projects around camp.

Evaluation: Performance and position description will be reviewed as requested by the Gilmont Board or Executive Directors.

Supervision: The Program and Mission Coordinator will be supervised by and report to the Executive Director of Operations and Programs.

Education/Experience: A four year college degree is preferred for this position, as well as a minimum of three years of camp ministry or related experience.

Faith: A committed Christian who has the ability to share their faith in a variety of settings and methods when appropriate. Understanding and appreciation of Reformed Theology and the connectional church is a must.

Note: This is not necessarily the entire list of responsibilities, skills, duties, requirements or working conditions associated with the position as Program and Mission Coordinator. While the description is intended as an accurate reflection of the position, Gilmont Camp and Conference Center reserves the right to revise the functions and duties of the position or to require that additional or different tasks be undertaken when such revisions are dictated by a change in circumstances.

Proposed compensation package for the role of Program and Mission

Coordinator will include a base cash salary (\$20,000), health insurance stipend (\$5,200), on-site housing (rent, utilities, and meals valued at \$9,600), 2 weeks paid vacation, 2 weeks continuing education, and mileage reimbursement (up to \$1,500/year). This is a full-time salaried, exempt position.

How to apply: Send cover letter and resume to jennifer@gilmont.org