

# 2019 Site Coordinator Position Description & Responsibilities August 19-23, 2019

## **Description**

The Camp Noah Site Coordinator plays a critical role in determining the overall success of the camp for children, parents, and camp staff. This person will work in partnership with Camp Noah—LSSMN, the Coordinating Organization, Team Leader, and local partners to ensure a positive Camp Noah experience. A Program Manager will provide support and guidance to the Site Coordinator to complete their responsibilities.

## Criteria

- Lives and/or works in the community to be served.
- Desire to serve children, families, and communities affected by disaster.
- Ability to supervise and work with peers and adult volunteers.
- Possess effective leadership, communication, and organizational skills. Able to multitask.
- General understanding of what happened in the community, how people were impacted, and how the community was affected by the disaster/trauma event.
- Ability to be onsite during the entire camp (including team arrival, set-up, and clean-up).
- Ability to seek out and secure resources to support the camp as needed.
- Follows all Camp Noah Policies and Procedures, and abides by the Camp Noah Guiding Principles.
- Must be bilingual, English and Spanish

## Stipend

Camp Noah—LSSMN recognizes the tremendous amount of commitment, leadership, and time that is necessary to be a successful Site Coordinator. The Site Coordinator will be paid a stipend in increments throughout their time serving in this role. (Stipend is \$1500)

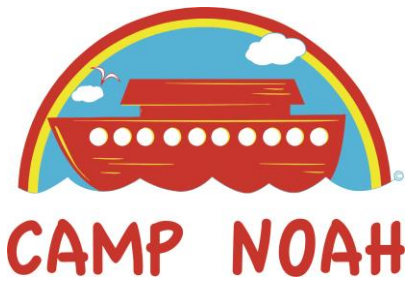
## **Responsibilities**

### Before Camp

Work collaboratively with the Coordinating Organization, Program Manager, and Team Leader to plan and prepare for Camp Noah. Complete Camp Noah training in a timely manner.

### **Manage Camp Logistics & Preparation:**

- Identify and secure a suitable site where Camp Noah can be held. Work with the site to understand their expectations for use of the facility. This has been identified, New Creation Lutheran, Philadelphia.
- Develop a budget for camp expenses that are to be locally covered (i.e. food, transportation) in conjunction with the Coordinating Organization.
- Raise funds in conjunction with the Coordinating Organization and Camp Noah—LSSMN.
- Organize meals and snacks for campers and camp staff. Secure two meals and two snacks per day for the campers, local volunteers, and Certified Camp Staff Team
- Secure housing for Certified Camp Staff, and coordinate their arrival with the Team Leader (including a meeting and meal, as appropriate).
- Arrange transportation for campers to/from camp as necessary.
- As needed, arrange for pre-camp activities when campers arrive, in conjunction with the Team Leader.



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### **Recruit Campers and Promote Camp:**

- Recruit 40-50 children who have completed grades K-6 to attend camp; oversee online registration process.
- Publicize Camp Noah in the community to raise awareness, encourage participation, and engage potential supporters.
- Recruit at least 5 local volunteers to assist with the registration table, food preparation and service, and pre/post-camp childcare. Ensure these volunteers are trained and equipped to carry out their roles.
- Recruit a local Mental Health Professional to serve during camp, in consultation with Camp Noah—LSSMN.

### During Camp

Be present during the entire camp, and work collaboratively with Team Leader and Certified Camp Staff to ensure camp goes as well as possible; troubleshoot any issues that arise in a timely manner. Oversee local Camp Staff, coordinating their duties. Collaborate with the Mental Health Professional to ensure that concerns about campers or referrals for additional services are appropriately communicated to parents/guardians. Participate in daily post-camp debriefing sessions with Certified Camp Staff, Team Leader, and Mental Health Professional.

### After Camp

- Send the online evaluation link to local volunteers as soon as possible after Camp Noah.
- Complete the online Site Coordinator evaluation as soon as possible after camp.
- Return Camp Noah paperwork, supplies and equipment to Camp Noah—LSSMN within 2 weeks of your camp.
- Continue collaborating with the Mental Health Professional to ensure that concerns about campers or referrals for additional services are appropriately communicated to parents/guardians.

**Submit application by May 15, 2019 to  
[jmenzo@libertylutheran.org](mailto:jmenzo@libertylutheran.org)**