8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319

SAMs Coordinator Job Description

Department: Summer Staff Program

Reports to: Program Coordinator

Type of Position: Full time, Seasonal, 40+ hrs/week

General Description: The SAMs Coordinator is responsible for developing and facilitating the SAM program, as well as leading and developing high school male and female SAMs (Servants At Manitoqua)

Wages and Benefits: https://cpmfiles1.com/manitoqua.org/2027-wages-benefits-posting.pdf

Qualifications

Personal:

1. Vibrant relationship with Jesus Christ
2. Committed to the authoritative Word of God
3. Passionate for facilitating ministries that change lives
4. Devoted to furthering the vision and mission of Manitoqua Ministries
5. An active member in good standing in a church of Jesus Christ

Character:

1. Strong desire and ability to care for, love, teach, and work with children and staff in a camp setting
2. Actively pursuing personal Christian growth
3. Former Manitoqua experience preferred
4. Has a teachable spirit and is open to new ideas
5. Skills in interpersonal relationships, communication, and supervision
6. First Aid and CPR Certified
7. Age 20 years or older
8. Holds a valid United States driver's license

Duties and Responsibilities

Training

1. Attend coordinator and all staff orientation
2. Reside in assigned SAMs staff and camper housing for the summer

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Staff Expectations

1. Welcome all campers upon their arrival
2. Be prepared with the necessary materials for each day
3. Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)
4. Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
5. Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
6. Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
7. Attend the all staff debriefs on Friday afternoons at 5pm
8. Attend the all staff pre-briefs on Sunday evenings at 6pm for announcements, small groups, and worship at 7pm
9. Attend the Staff Retreat and Staff Party
10. Present a full evaluation of personal performance and camp operations at the close of summer
11. Perform other duties as requested by the Program Coordinator
12. Be familiar with Manitoqua Ministries, their mission, purpose, guidelines, and policies as outlined in the staff manual

Role Specific Responsibilities

1. Care for the SAMs for the entire time they are here. You will be given a 2 hour break Tuesday, Wednesday, and Thursday
2. Oversee the SAMs program
    i. Communicate with clear understanding the purpose and expectations of the SAMs program to staff, campers, and families
    ii. Practice good behavior management within the guidelines and structure established in the Summer Staff Manual
    iii. Work alongside the Program Coordinator, housekeeping and kitchen coordinator in establishing responsibilities for SAMs
    iv. Assist at SAMs check-in
    v. Evaluate SAMs on performance and character
    vi. Manage the care and purchasing of materials and supplies for the program
    vii. Manage the SAMs budget as established by Manitoqua Ministries
    viii. Assist in managing the inventory, procedures, and schedules of the Pickle Shack (camp snack shop)
3. Responsible for the implementation of the SAMs program

   i. Facilitate curriculum for the SAMs program including small and large group sessions
   ii. Help plan evening community builders
   iii. Help coordinate and participate in SAMs service group schedules
   iv. Facilitate SAMs activities on the Adventure Zone
4. Collaborate with fellow SAMs coordinator
   i. Schedule and participate in planning and debrief meetings
   ii. Encourage ongoing evaluation of self, staff, and SAMs
   iii. Communicate clearly with other summer programs regarding their needs, as well as the needs of the SAMs program