



**Manitoqua Ministries**  
Summer Job Description

**Department:** Summer Staff

**Job Title:** SAMs Coordinator

**Reports Directly To:** Program Coordinator

**Position Summary**  
The SAMs Coordinator is responsible for developing and facilitating the SAM program, as well as leading and developing (22) high school male and female SAMs (Servant At Manitoqua)

- Qualifications:**
- Strong desire and ability to care for, love, teach, and work with high school students and staff in a camp setting
  - Actively pursuing personal Christian growth
  - Former Manitoqua experience helpful
  - Has a teachable spirit open to new ideas
  - Skills in interpersonal relationships, communication, and supervision
  - First Aid and CPR certified
  - Age 20 years or older

- Responsibilities and Expectations**
- Attend coordinator and staff orientation
  - Reside in assigned SAMs staff and camper housing for the summer
  - Care for the SAMs for the entire time they are here. You will be given a 2 hour break Tuesday, Wednesday and Thursday
  - Oversee the SAMs program
    - a. Communicate with clear understanding the purpose and expectations of the SAMs program to staff, campers, and families
    - b. Practice good behavior management within the guidelines and structure established in the SAMs
    - c. Work alongside the Program Coordinator, housekeeping, and kitchen coordinator in establishing responsibilities for SAMs
    - d. Assist at SAMs check-in
    - e. Evaluate SAMs on performance and character
    - f. Manage the care and purchasing of materials and supplies for the program
    - g. Manage the SAMs budget as established by Manitoqua Ministries

h. Assist in managing the inventory, procedures, and schedules of the Pickle Shack (camp snack shop)

- Responsible for the implementation of the SAMs program
  - a. Facilitate curriculum for the SAMs program including small and large group sessions
  - b. Help plan evening community builders
  - c. Help coordinate and participate in SAMs service group schedules
  - d. Facilitate SAMs on the Adventure Zone
- Collaborate with fellow SAMs coord
  - a. Schedule and participate in planning and debrief meetings
  - b. Encourage ongoing evaluation of self, staff, and SAMs
  - c. Communicate clearly with other summer programs regarding their needs, as well as the needs of the SAMs program
- Welcome all campers upon their arrival
- Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)
- Be prepared with the necessary materials for each day
- Help generate ideas and develop programs
- Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
- Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
- Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
- Help develop a family and greater community environment with in day camp groups including good behavior management practices
- Be an advocate for community with staff
- Be able to share the gospel with anyone and seek opportunities to do so
- Be committed to the study of God's word and prayer for campers and staff
- Be present at REZ camp opening ceremonies Mondays at 7pm
- Attend all program meetings
- Attend the all staff debriefs on Friday afternoons at 5pm
- Attend the all staff prebriefs on Sundays: small groups and announcements at 6pm and staff worship at 7pm
- Attend the Staff Retreat and Staff Party
- Present a full evaluation of personal performance and camp operations at the close of summer
- Perform other duties as requested by the Program Coordinator
- Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual