



SUMMER STAFF COORDINATOR

QUALITIES

- Active relationship with the Lord; desire to seek, please, and glorify Him in all aspects of life
- Passionate about providing leadership and spiritual growth for Camp Dixie Summer Staff as well as offering genuine hospitality and service to each Camp Dixie guest
- Strong work ethic; teachable spirit; genuine respect for authority; superior people skills
- Willingness to know, understand, and abide by all Camp Dixie rules and regulations as well as enforce rules for Summer Staffers
- Desire and ability to generate material for and lead small group bible studies and/or facilitate spiritual discussions
- Ability to problem solve, respond accordingly in crisis situations, and resolve relational conflicts
- Willingness to be flexible and gracious when dealing with each guest concerning issues, schedule changes, and weather interruptions
- Heart for servant leadership and a deep desire to lead others by example
- Commitment to pray for individual Summer Staffers prior to summer and daily throughout the summer

GENERAL DESCRIPTION

The Summer Staff Coordinator (SSC) is the connecting channel between the Camp Dixie Residential Staff, Summer Staff, Summer Camp Staff and Guest Groups. On a daily basis you will serve, communicate with, relay messages in-between, assist, and provide genuine hospitality for each group of people.

RESPONSIBILITIES WITH SUMMER CAMP STAFF *(INCLUDING CAMP DIRECTORS, PROGRAM STAFF, OFFICE STAFF, AND COUNSELORS)*

- Check-in daily with the assigned Camp Director to make sure their needs are being met
 - Determine any way Summer Staff could serve them better and problem solve any issues and report them to DGS
- Support Summer Camp Staff members to make their job as easy as possible
- Offer genuine flexibility and hospitality concerning schedule changes and weather interruptions
- Be intentional in promoting positive relationships/interactions between the Summer Camp Staff and the Summer Staff.

RESPONSIBILITIES WITH GUEST GROUPS

- Daily interact with the group leader from each group
- Be visible and approachable; willing to help in any situation that may arise
- Report all issues and concerns to the DGS
- Offer genuine compassion and hospitality to each guest at all times.

RESPONSIBILITIES WITH SUMMER STAFF

- Touch base with each staffer daily to provide encouragement, leadership, and direction
- Intentionally promote spiritual growth, discipleship, and healthy relationships by facilitating small group studies/discussions, team building, and community living
- Coordinate Summer Staff scheduling; publish weekly/daily schedule
 - Lead daily schedule meetings
 - Clearly communicate all changes due to weather and unforeseen circumstances
- Daily work alongside the Summer Staff
- Supervise the work of the Staffers facilitating activities, running the Camp Store, and restocking machines to ensure they are following proper protocol and offering genuine hospitality to each guest; offer instruction/encouragement for areas of improvement and report these to the DGS
 - Ensure inspection sheets for Go Carts & the Waterslide are being completed and filed properly
- Enforce Camp Dixie rules and guidelines through leading by example and verbal reminders
- Assist with any relational conflicts
- Be approachable and willing to help any Summer Staff in any way
- Ensure each Staff has all necessary materials and equipment for their duties including communication radios, batteries, first-aid supplies, keys, inspection sheets, umbrellas, etc.
- Work alongside Summer Staff during camp turnaround when possible
- Live with the Summer Staff and help maintain a positive & clean-living environment
 - Schedule and enforce routine cleanings
 - Enforce curfew

Office Hours: Monday-Friday (9am-5pm)

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