



## **Aquatics Program Coordinator Job Description**

Camp Henry Mission Statement:

*To provide life changing experiences for all in a Christian environment*

If you are flexible, fun loving, adaptable, and willing to share yourself and your talents with our community then Camp Henry is for you. If you love the great outdoors and building life-long friendships, then we have a place for you to belong. If you can facilitate a group of 15 in the morning, make an announcement at lunch, lead a different group of 15 in the afternoon and run a large night activity after dinner, all with a smile on your face, then Camp Henry is definitely for you. Finally, if you believe that you can help others connect with God through play, nature, laughter, community connection and campfires then Camp Henry is for you.

Camp Henry is a Christian camp located on the Shores of Lake Kimball outside of Newaygo Michigan. We have been one of the ministries of Westminster Presbyterian Church of Grand Rapids Michigan since 1937 and are welcoming to all. We have 212 acres of places to swim, jump, play, ride, learn and grow. The summers are filled with campers' laughter and the fall, winter and spring are filled with school groups who learn through play and retreat groups that come to be closer to each other and to nature.

Camp Henry has experienced incredible growth and been very successful over the past seven years. We have been able to invest over \$5.5 million to significantly enhance and expand our facilities at camp. The number of year-round guests has grown from 4,500 in 2015 to over 10,000 in 2023.

In addition, we have had record summer camp enrollment for four years in a row, serving over 2,200 summer campers in 2023 – and we are already nearly sold out for the summer of 2024.

We are excited to welcome a new Program Coordinator to join our year-round staff as early as January, 2024 as we look forward to challenging Camp Henry's potential and the exciting opportunities ahead. The Program Coordinator will provide leadership in our program area of Aquatics and will support other program areas: High Adventure, Environmental Education, Outdoor Education, Team Building, or Tripping. This is a year round, full time position with benefits. Housing is also included as well as a yearly salary of \$26,000.

To apply, send a cover letter and resume to [applications@campheny.org](mailto:applications@campheny.org)



### **Roles and Responsibilities:**

- Be a friendly face to all who come to Camp Henry
- Lead in the program area of Aquatics (Lifeguarding, managing lifeguards, running the Waterfront and supporting all waterfront activities: boating, swimming, inflatable obstacle courses, maintaining and organizing the Waterfront, etc.)
- Support and facilitate in the other key areas of our programs: High Adventure, Environmental Edu., Outdoor Edu., Team Building, Tripping
- In your lead area, support other staff in trainings, program development and facilitation
- Curriculum development
- Assist Program Director and Assistant Program Director in delivering unique programming and life changing experiences to campers and guests
- Help support, and at times, manage the seasonal program specialists
- Help support and encourage summer staff
- Support school groups, retreat groups and summer campers in their time at Camp Henry and give them the day, few days, or week of their life that they will never forget

### **Qualifications:**

- A college degree and/or related leadership and outdoor teaching/facilitation experience is desired. All applicants must possess a valid driver's license and be able to pass a criminal background check.

### **Position Requirements Include:**

- Ability to work both independently and as part of a team
- Experience working with children and adapting programs to various ages
- Group management and teaching/facilitation skills
- Flexible and ready to pivot, deeply present in the day to day, fun under pressure, intentionally helpful, prepared for tasks at hand, gracious and ready to assume good intentions of others, uplifting to campers/guests/teammates
- Capable of working long-hours, outdoors, in typical and inclement weather
- Customer service/experience oriented, including the ability to continuously convey positivity and politeness
- Open to feedback and willing to be coached
- Self-motivated and hard working
- Effective communication and strong interpersonal skills
- Ability to work flexible hours, including evenings and weekends
- CPR/First Aid certification or ability to acquire
- Additional leadership training and certifications desired (Examples: ACCT Level 1 or 2, Lifeguard, etc.)

