



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 connected 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 this summer in 2024 – and we are already nearly sold out for the summer of 2025.

We are excited to welcome a new Program Coordinator to join our year-round staff. Ideally, the role will begin between April 14th- 27th, 2025 but start date is flexible. We look forward to challenging Camp Henry's potential and the exciting opportunities ahead. The Program Coordinator will provide leadership in our Tripping or Aquatics or High Adventure areas and will support other program areas: High Adventure, Environmental Education, Outdoor Education, Team Building, Tripping, and Horses. This is a year round, full time position with benefits. Meals are included when groups are at camp. Housing (valued between \$6,000-\$9,000 per year) is also included as well as a yearly salary of \$28,000.

To apply, send a letter of introduction and resume to applications@camphenry.org



Roles and Responsibilities:

- Be a friendly face to all who come to Camp Henry
- Lead in the program area of Tripping, Aquatics, or High Adventure
 - Tripping: Helping to manage all off-site Teen Adventure trips to wilderness areas (trip planning, gear inventory and packing, preparing trip leaders, mindful of safety considerations, orientation for trip leaders and campers, etc.) and our Tuesday night campouts during summer (packing trip boxes and camping gear, checking in on 8-10 campout locations, interacting with campers and staff.) (**Potential to lead off-site trips, if candidate possesses the correct certifications*)
 - Aquatics: Lifeguarding, managing lifeguards, running the Waterfront and supporting all waterfront activities: boating, swimming, inflatable obstacle courses, maintaining and organizing the Waterfront, etc.
 - High Adventure: Coordinating ropes and climbing elements; high adventure facilitation; supporting our Assistant Program Director with rope logs, element and gear inspections, gear repair and supply orders; training staff; program development, etc.
- Support and facilitate in the other key areas of our programs: Environmental Edu., Outdoor Edu., Team Building, Horses
- Curriculum development
- Assist the Assistant Program Directors in delivering unique programming and life changing experiences to campers and guests
- Help support, and at times, manage aspects of the seasonal Program Specialists' roles
- Build meaningful connections and 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, American Red Cross Lifeguard Certification, etc.)
- Chauffeur's License and Wilderness First Aid Certification desired but not required