



## Associate Program Coordinator - Job Description

**Purpose:** To carry out the mission of Riverside, "To Know Jesus Christ, and to Make Christ Known to All" with our year around team in helping to develop and execute programs throughout the year.

### **Qualifications**

- Disciple of Jesus Christ (Mark 8:34-35 & John 13:34-35)
- A leader who demonstrates a consistent life of integrity, service, and humility (Philippians 2:1-11)
- Embraces Riverside's mission, core values, and statement of faith
- Committed to the Biblical design for leaders to equip God's people to do His work (Ephesians 4:11-13)
- 2+ years of ministry experience is preferred but not required

### **Summer Camp**

- Training: Participate in training of leadership, support staff, and summer staff training
- Junior Cabin Leaders: Train, equip, encourage, and oversee the junior cabin leaders
- Coaching Summer Staff: Coach and equip a variety of summer staff to carry out their roles
- Supervise Evenings: Oversee program three evenings of the week

### **Day Camp**

- Work with congregations to help prepare them for our day camp to visit their church and community
- Develop the day camp curriculum for preschool and school agers in collaboration with Ingham/Okoboji
- Oversee the summer day camp team and help implement the day camp program

### **Recruiting**

- Travel to colleges to recruit for summer staff
- Conduct interviews for summer staff along with the rest of the program team
- Oversee the recruiting, interviews, and pre-summer information for the junior cabin leader program
- Visit congregations throughout the year to share about Riverside's ministry (primarily on Wednesday evenings and Sunday mornings) \*this will not be every weekend and is shared w/ other program staff\*

### **Camp Store**

- Oversee all aspects of the camp store, including inventory for merchandise, food, and drinks year-round
- Train other staff members, including the summer camp store team, on how to work in the camp store

### **Youth/Adult Retreats/Year Around Programming**

- With program team, help develop and execute programming for all year around programming
- Assist with our retreat groups by setting up, tearing down, and being available to help with programming
- Retreat host for retreat groups as needed (no more than once per month)

### **Other**

- Technology: Help run our Audio/Video system for events and retreats
- Special Events: Attend and help with events such as the Quilt Auction, 5K, Gala, Golf Outing, etc.
- This position reports to the Program Coordinator.

### **Hours & Benefits**

This position is paid full-time with benefits, including vacation, holidays, and health insurance. There is also a possibility that the candidate can live onsite at Riverside. This position averages 45 hours per week throughout the year, including some nights and weekends.

### **To Apply...**

If you are interested in applying for this position, please submit a cover letter, resume, and a list of references to Lute Olson at [Lute@RiversideLBC.org](mailto:Lute@RiversideLBC.org) or through the mail to 3001 Riverside Rd. Story City, IA 50248.