



## Associate Program Coordinator

**Purpose:** To carry out the mission of Riverside, "To know Jesus Christ and to make Christ known to all" in providing leadership to a variety of areas of programming year around.

### **Qualifications**

- Disciple of Jesus Christ.
- A leader who demonstrates a consistent life of integrity and humility (1 Timothy 3:1-12 and Titus 1:6-9).
- Embraces Riverside's Mission, Core Values, and Statement of Faith.
- Committed to the Biblical design for ministry leaders to equip God's people to do His work (Ephesians 4:11-13).
- 3+ years of camp ministry or congregational ministry experience.
- Excellent relational, verbal communication, strategic thinking, and team building skills.
- Passion for camping ministry and understanding of the importance of partnering with the ministry of the local church.
- Ability to lead programming and events at a high level.

### **Summer Camp**

**Training:** Participate in training of Leadership, Support Staff and Summer Staff training.

**Discipleship Team:** Train, equip, encourage, and oversee Discipleship Team.

**Adventure Program:** Provide leadership to Adventure Program and equip/train summer Adventure Staff

**Coaching Summer Staff:** coach and equip support a variety of support staff to carry out their roles.

**Supervise evenings:** Oversee program three evenings of the week.

### **Youth Ministry Team**

- Recruit, interview, hire, and place Youth Ministry Team candidates.
- Work with congregations to both prepare and coach YMT members throughout the year.
- Lead Youth Ministry Team training in early September.
- Meet weekly with the YMT members each Friday for continued training/prayer/encouragement.

### **Recruiting**

- Travel to colleges to recruit for summer staff.
- Conduct interviews for summer staff along with Program Coordinator.

### **Congregation Partnerships**

- With the Director, coordinate all congregation visits throughout the year.
- Be flexible and open to visit congregations throughout the year to share about Riverside's ministry (primarily on Wednesday evenings and Sunday mornings)

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

- With Program Team, help develop programming for all year around programming
- Assist with our retreat groups by helping set-up, tear down, and available to help with programming as needed.

\*Carry out other duties as needed to support the ministry of Riverside\*

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

If you are interested in applying for this position, please submit a cover letter and resume to Riverside with attention to Lute Olson, Program Coordinator either by mail or email (Lute@riversideLBC.org)