



## SUMMER CAMP COORDINATOR

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<b>Department:</b>	Center for Global Engagement
<b>Title:</b>	Summer Camp Coordinator
<b>Duration:</b>	July 25 to August 14, 2019
<b>Pay:</b>	\$11.25 / hour
<b>Hours:</b>	40-50 hours per week; two weekend trips included
<b>Reports to:</b>	Sam Pearson, Associate Director of the Center for Global Engagement

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**Mission:** To educate Christians who will make a difference in the world for Jesus Christ.

*Summer of Success helps international students prepare for the language and cultural skills you need to succeed in the university, in the workforce, and in the world.*

The successful candidate for the position of Camp Coordinator combines strengths in cultural intelligence, leadership skills, and ability to serve youth and young adults. The position brings opportunities for growth, leadership and service to international students.

### Qualifications and Requirements:

- Demonstrates an authentic relationship with Jesus.
- Experience with youth camps preferred.
- Have the ability to communicate effectively, both orally and in writing.
- Practices effective organizational skills.
- Possesses a cumulative G.P.A of 2.5 or higher.
- Required: Ability to be an approved Corban driver. (Have a current driver's license with at least five years of clean driving history and be at least 21 years of age.)

### Responsibilities:

1. The primary area of responsibility is to create a welcoming, exciting and spiritually enriching camp for 30 to 36 South Korean students in elementary, middle and high school.
2. Anticipates and meets the day-to-day Summer of Success camp operations and needs of international guests.
3. Assists adjunct instructors and other student workers to facilitate the classroom experience.
4. Keeps the Summer of Success students arriving on schedule to meals, cultural trips and classes.
5. Assists with the set-up of furniture in rooms, and the check-in/check-out process for summer guests living in dormitories with Camp Manager, Student Life and Resident Assistants.
6. Assists with cleaning the rooms and dormitories after camps.
7. Liaises with other departments to meet a variety of guest needs (IT, Events, Housing, and Campus Care).
8. Serves as on-call first-responder for general needs from clients such as purchasing groceries, connecting to Wi-Fi, First Aid, and other needs.
9. Assists students with classroom projects and leads small group discussions
10. Works with Camp Manager and CLI Director to collect receipts and track invoices.
11. Creates and leads Team Building & Team Challenges activities for collaboration, teamwork and problem solving.
12. Drives camp teams to off-campus locations for cultural trips and overnight camping.
13. Creates and leads activities to keep kids entertained during downtime and camping weekends such as group games.
14. Overnight camping trips on August 3-4 and August 10-12 (meals, bedding and tents provided).
15. Other duties as may arise for Summer Camps or the Corban Language Institute.



## HIRING PROCESS

1. The position will be open until filled.
2. Applicants will submit a CLI Summer of Success Job Application to [global@corban.edu](mailto:global@corban.edu).
3. First-time applicants whose applications meet the minimum Qualifications and Requirements will be invited to an interview.
4. The successful applicants will receive an email from [global@corban.edu](mailto:global@corban.edu). The applicant(s) will be responsible to submit the following paperwork to the CGE, which will send it on to Corban University Human Resources.
  - I-9
  - Copy of required I-9 approved ID(s).
  - Student Employee Verification with confidentiality acknowledgment
  - W4
  - Direct deposit with consent for electronic paystubs
5. For the following positions: *Driver; Camp Coordinator; Camp Manager* – Hiring is contingent upon the applicant being approved by Corban University Campus Safety as a driver. This requires a driving record from the DMV of the state you are licensed in. Applicants are responsible for DMV fees.
6. This Job Description, once signed by both employee and supervisor, serves as the employee's formal acceptance of the position.

*Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.*

**I have received and reviewed a copy of this job description and I understand the expectations of the position:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_