



Center Lake Bible Camp & Retreat Center

2020 SMT Coordinator Job Description

The desire of Center Lake Bible Camp is to provide quality camps that campers and their families can feel safe, have fun, make great memories, and move one step closer to or in their relationship with Jesus Christ. Summer staffing is one of the most important facets for these things to take place. This Job description is one of many ways we navigate through the hiring process. We ask that you read through this job description with discernment and discretion while also understanding that a summer job at Center Lake involves much more than what can be defined in a one-page job description. This job description is the base foundation for what Center Lake is looking for and expects from someone in this position.

All CLBC Staff Will Be:

- A Growing Christian
- Teachable – Trainable
- Someone who cares for and relates to Campers
- Fun
- Dedicated
- Someone with a Servant Attitude
- Someone with Integrity
- Flexible

SMT/CIT Coordinator Qualifications:

- Graduated High School and at least 18 years of age.
- A mature and growing Christian.
- A leader that people look up to.
- Mental, emotional, and volitional stability and maturity.
- Enjoys working and having fun with other staff and campers.

SMT/CIT Coordinator Requirements:

(SMT/CIT Coordinator requirements include all the above statements under “All CLBC Staff Will Be”)

- Want SMT’s to reach their full potential and to know Christ and grow in that relationship.
- Are willing to share faith and experiences with SMT’s and other staff.
- Have a servant like attitude working with staff and SMT’s.
- Want to have tons of fun working, living, investing in staff and SMT’s.
- Hold to the statement that “Camp is for kids”.
- On time to staff meetings, assigned areas, and activities.
- Can plan and run activities, Bible studies and SMT schedules.

Responsibilities:

- Care for physical, emotional, social, and spiritual needs of SMT’s.
- Lead Bible studies and talk to SMT’s individually about their spiritual condition.
- Enforce all camp safety rules and other regulations.
- Work cooperatively with the Summer Leadership Team and SMT’s in larger group activities.
- Oversee activities, games, Bible studies, and SMT’s.
- Manage camp programming and SMT’s programs.
- Assist and encourage the SMT’s/CIT’s in their roles.
- Plan fun and interactive weekly events for SMT’s.
- Complete required paperwork at week end.
- Be creative and FUN.
- Perform other functions at camp as assigned.
- Work / oversee at least two weeks with the SMT’s.

Accountability:

- Director of Programs

