



JOB DESCRIPTION: WORSHIP & HOSPITALITY COORDINATOR

Classification: Seasonal-Summer

Location: [Glisson Camp and Retreat Center](#)

Reports to: Assistant Director of Village and Sparrowwood

Minimal Qualifications:

- Active Christian faith
- Passion for building Christian community by coordinating logistics, teaching, and equipping others
- Willingness to support the theological doctrines and practices of the [United Methodist Church](#)
- At least one year of college completed
- Ability and willingness to:
 - practice servant leadership while working collaboratively within a team
 - facilitate harmonious relationships and interactions between campers and fellow staff members
 - perform in potentially strenuous physical activities (hiking, lifting, etc.)
 - give and receive constructive feedback
 - solve problems creatively in fast-paced and at times high-stress environments

General and Specific Responsibilities:

- Collaborate with Director and Assistant Director to understand and support NGCRM worship philosophy
- Collaborate with Director and Assistant Director to coordinate staff training
 - Regard safety (physical and emotional) as the first priority and most important consideration in every circumstance
 - Teach staff procedures for Chapel services/planning emphasizing a focus servant leadership & camper-led worship
 - Teach staff procedures for Singing on the Porch
 - Prepare and lead assigned trainings for Crew members over two different weekends during the summer
- Daily responsibilities
 - Act as primary point person/host to welcome and guide the role of weekly TIR clergy members, as well as to provide daily scheduling and networking assistance during the week.
 - Work with Team Leaders to coordinate daily/weekly schedules of all Chapel service/planning times
 - Guide living groups in chapel planning; facilitate campers participation in leading worship
 - Work with staff to complete incident reports as needed (accidents, injuries, etc.)
 - Facilitate various elements at the Challenge Course (at least once per day) as assigned by Challenge Course Coord.
 - Maintain a clean and organized Chapel space and living space
 - Coordinate and lead all aspects of early/late camper arrivals and departures
- Manage various aspects of Camp Worship times
 - Coordinate (not lead) various aspects of Chapel services (including musicians) to emphasize camper-led worship
 - Coordinate songs and musicians for Singing on the Porch
 - Perform routine visual inspections of all worship equipment ensuring prompt repairs when needed
 - Supervise/provide refresher trainings for Crew Members as they provide worship assistance
- Active Coordinator Team member
 - Affirm and support the ministry of North Georgia Camp and Retreat Ministries
 - Be in a supportive role to the counselor to campers ministry and be available to assist as needed at any time
 - Prepare for camp during the Spring through on site meetings, retreats, and/or online/phone discussions.
 - Ensure adherence to camp policies/procedures and Core Values
 - Attend and contribute to Coordinator Team meetings

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered as-needed.