Summer Operations Coordinator

Time Frame: Mid May- Aug 1, 2026

Compensation: $700/week, plus room and board, laundry, and worker's compensation insurance

Responsible To: Camp Director

General Responsibilities

1. *Be With Kids, and Show Them God*
2. Participate in dish room schedule and be responsible for dish room work and cleanliness
3. Monitor supplies and report to Camp Director for ordering
4. Be a team player
5. Support the Program Director with program set up
6. Support and lead rotating team of Support Staff through operational tasks

Work Environment

Staff must be able to perform the essential functions of this position within camp's unique environment

- Rustic terrain and shared living accommodations
- Daily activity takes place at an altitude of 8,000 ft, can be strenuous at times
- Community living with **HIGH** social interaction
- Extensive hours serving staff and campers that includes standing, lifting, unloading, and moving food, dishes, and supplies that may be over 30 lbs
- Independent execution: Take ownership of scheduling, prioritizing, and preparing tasks with minimal day-to-day direction.
- Limited communication outside of camp by internet or phone except for time off periods

Minimum Qualifications

- Some prior camp experience preferred
- **Must be 21 years of age**
- Desire to live and work within a camp community
- Desire to work in a service-oriented role
- Ability to take initiative for finding the next tasks
- Ability to coordinate and cooperate with Supervisor and BTS staff to accomplish all tasks
- Ability to encourage others
- Ability to accept supervision
- Ability to work well with others and lead by example
- Good character, integrity, enthusiasm, adaptability, patience, and self-control

Specific Responsibilities

- Some prior camp experience preferred
- Monitor completion of all assigned tasks done by supporting staff
- Schedule BTS tasks and delegate accordingly, such as:
    - Stock public restrooms with toilet paper, paper towels, and soap; carry trash to dumpster
    - Keep the coffee bar clean and organized at all times
    - Help unload and put away supplies from Food/Delivery trucks
- Establish fair distribution of assignments in dish room, dawn patrol, and late night schedules
- Oversee maintenance tasks/special projects as needed and instructed by Caretaker

Essential Functions

1. Ability to effectively complete many multi-step tasks in a timely and efficient manner
2. Teach and lead peers, working under a time constraint and with repetition
3. Delegate tasks in a manner that is fair and understanding of skill levels
4. Must be able to lift/unload/move food and supplies (up to 50 pounds)
5. Lift/carry dishes and pots to and from the dish room and operate the dish washer.
6. Determine cleanliness of the dish room, bathrooms, etc.
7. Tolerate standing and walking for long periods of time.
8. Good communication/leadership skills
9. Willingness to use power tools safely and effectively.
10. Ability to thrive with very little access to social media and internet, being nourished instead by in-person conversations or times of solitude and quiet.