

Mission Possible Coordinator

Minimum Qualifications:

- Authentically strong and visible commitment to Jesus Christ
- Desire to nurture campers and staff in discipleship to Jesus Christ
- Demonstrated ability in leadership amongst campers and staff
- Demonstrated ability to excel in a team-oriented setting
- Desire and ability to work with children in the outdoors
- Ability to relate to one's peer group
- Ability to effectively plan and lead mission camp activities
- Ability to lead Bible study
- Ability to accept and give supervision and guidance
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self control
- Acceptable driving record directly

Accountability: The Mission Possible Coordinator is accountable to the Program Coordinator and through him/her to the Program Director.

Responsibilities: The Mission Possible Coordinator will be responsible for the following

I. Establish working relationship with Mission Participants

A. Assist in preparing and distributing important informational materials

1. Assist in preparing an information packet that describes the week, includes a tentative schedule, participant requirements, expectations of group leaders, etc.
2. Assist in preparing a brief description for new staff members with what it means to be a Mission Possible Counselor
3. Assist in compiling sample health forms, permission forms, etc. to send to participants

B. Establish communication with Mission Participants

1. Contact youth coordinators to introduce self and ascertain the unique needs and expectations of the group by June 7th
2. Develop clear understanding with youth coordinator regarding their expectations of Crestfield and our expectations of them

II. Establish working relationship with Mission Partners

A. Establish personal contact with Mission Partners

1. Collaborate with Program Director in recruiting and contacting mission agencies
2. Visit each agency before June 7th to introduce program and discover expectations

B. Compile Mission Site Information

1. Develop a schedule of date that each site will be visited throughout the summer
2. Determine type of work expected, necessary materials, tentative schedules
3. Exchange contact information and compile emergency numbers and directions

III. Responsibilities for executing successful Mission Program

A. Complete necessary preparation and training before conclusion of staff training

1. Develop a working schedule that meets needs of partner and participants
2. Create a weekly devotions plan that combines scripture and mission experience
3. Plan schedule, activities, and work ideas for "training days" at Crestfield
4. Communicate program needs and suggestions to Program Coordinator
5. Prepare a brief session for staff training that orients new staff

- B. Plan and schedule individual camp weeks, collaborating with assigned counselors
 - 1. Schedule on Sundays, making sure to include:
 - a. Daily devotions debriefing day's events through Scripture
 - b. Vespers planning for participant-led Wednesday Vespers
 - c. A time of prayer before each activity
 - d. Monday training, Wednesday camp activities, etc.
 - 2. Collaborate with Program Coordinator regarding camp activity schedule
- C. Act as counselor for Mission Possible groups
- D. Be accountable for safety of participants and staff
 - 1. Ensure physical safety of participants
 - 2. Be responsible for the administration of medicines, etc.
 - 3. Coordinate with youth leaders and Crestfield staff regarding camper behavior
 - 4. Supervise Crestfield staff while acting as a co-counselor
 - 5. Ensure proper equipment is readily available at Crestfield and off-site

IV. Miscellaneous

- a. Abide by *General Expectations of Crestfield Staff*
- b. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Program Director or Coordinator
- c. Mission Possible Coordinator will take his/her breaks during Evening Activities each night, with the clear expectation having been set that youth coordinators will be present to supervise campers at those times
- d. When not acting as Mission Possible Coordinator this staff member will be assigned either as a program staff member or as a counselor, based upon the discretion of the Program Coordinator and the Program Director.