



# NEWS RELEASE

(Centerville, MA) The Amazing Grace of Cape Cod Inc. Board of Directors is seeking an energetic, creative and organized individual to serve as its part-time Camp Director/Program Coordinator. This 12-month position coordinates monthly activities during the academic year and a one-week residential camp experience in August for children with an incarcerated family member. The position requires more effort May through August and less the rest of the year for an average of 60 hours per month. Compensation is \$1,000/month for a total of \$12,000/year.

The ideal candidate will be available to shadow Julie Lytle, the current camp director/program coordinator and participate in some of this year's camp experience, August 18-24, at Camp Burgess in Sandwich. Julie will continue to work with the board to oversee Amazing Grace.

Applicants should send a cover letter describing why you are interested in the position and your qualifications for the position along with a resume and three references to Amazing Grace of Cape Cod Inc, P. O. Box 636, Centerville MA 02632 or [amazinggracecapecod@gmail.com](mailto:amazinggracecapecod@gmail.com).

Application can also be made online at <http://amazinggracecapecod.org/employment.html>.

Applications will be accepted until the position is filled.

## **Job Description- Program Coordinator/Camp Director (7/27/18)**

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The purpose of the Program Coordinator/Camp director is to support the committees of the Board in the planning, development, and execution of the programs and support services of Amazing Grace. As an independent contractor, it is the sole responsibility of the Program Coordinator/Camp Director to accomplish the following duties. In all cases, the ultimate responsibility for their completion lies with the Board and its Committees.

### Administrative Duties:

1. Attend Board and Committee meetings and make reports about projects to the board.
2. Assist CORI/SORI Coordinator in the dissemination and collection of CORI/SORI request forms for appropriate background checks.
3. Assist the designated safe camper training coordinator in tracking volunteer compliance of safe camp training.
4. Work with the Board and its committees to facilitate a broad range of relationships with committees and host camp facility.
5. Field emails that come through the Amazing Grace email address and forward to appropriate board chair/committee chair to respond.
6. Collect post-camp survey of campers, volunteers, parents/guardians, and hosting camp satisfaction and recommendations.

Program:

7. Work with the Program Committee to develop a program plan for a week overnight camp experience (Sunday afternoon – through Friday morning) for 25 (or more children)
8. Participate in Program and Volunteer Committee discussions with the host camp.
9. Work with the Board and its committees to set a schedule of year-round events.
10. During the week-long camp experience, remain on-site Sunday – Friday, taking responsibility for a shift to be determined.
11. Assist in the coordination of on-site registration and cabin assignment.
12. With other on-site volunteers, maintain safety of children and other volunteers and ensure that all safety protocols are followed.
13. Work with the communications committee to promote Amazing Grace's year round activities and summer camp experience.
14. Maintain regular contact with Amazing Grace families and track participation in Amazing Grace offerings.

Volunteers:

15. Recruit volunteers and check references, with the assistance of the volunteer recruitment committee, to serve as camp site mentors and group activity leaders.
16. Assist the Volunteer Committee in the development of volunteer training plans appropriate to various roles and responsibilities.
17. Assist with the collection or purchase of necessary supplies and give-away items, e.g. crafts, books, sleeping bags, back packs, clothing, quilts, etc.
18. Supervise volunteers.
19. Coordinate with the camp nurse regarding camper's special needs.

Camper Recruitment:

20. Work with the camper recruitment committee to identify and invite children who meet Amazing Grace criteria to participate in the camp experience.
21. Oversee tracking of campers, from inquiry to receipt of all completed forms.

Other duties as assigned/negotiated with the Board.

Compensation:

The employee will submit an account (of work done/actual days and hours worked, a time sheet) to the President of the Executive Committee. Monetary compensation is 1,000.00/month, 12,000.00/year for an average of approximately 60 hours of work spent on specific duties per month. This is a part-time position, and as such, health insurance, retirement, and other such benefits are not provided.