



## Interim Programs Coordinator

The Interim Programs Coordinator is a full-time (exempt) member of the Claggett Center Programs Department and reports to the Programs Director. The Interim Programs Coordinator shall further the mission of the Claggett Center through the coordination of programmatic, administrative, and marketing activities, including, but not limited to:

### 1. REGISTRATION & ADMINISTRATION (50%)

- a. Facilitate effective participant registration for all Claggett programs, including maintaining accurate and secure registration databases, fielding registration related inquiries, and assisting with manual participant registrations as necessary.
- b. Follow up with participants and parents to ensure that all required documents are completed prior to the start of session, including camper medical and release forms.
- c. Prepare and disseminate accurate participant invoices. Coordinate with participants concerning the receipt of payments. Follow up promptly on the execution of payments of invoices.
- d. Assist participants in accessing and completing scholarship applications. Process scholarship applications and keep records of scholarship funds used.
- e. Compile all registration materials in the appropriate formats prior to each program.
- f. Prepare rooming assignments and other relevant tasks.
- g. Facilitate or delegate participant check-in for all Claggett programs.
- h. Prepare all relevant record keeping and reporting of program registrations for business and financial purposes.
- i. Prepare and analyze enrollment trends for marketing purposes.
- j. Gather and prepare all necessary materials for the accreditation and licensing of summer camp.
- k. Prepare and print program materials, including schedules for adult programs, name tags, etc.

### 2. PROGRAM (30%)

- a. Assist Programs Director to design, deliver, and evaluate year-round adult programs that meet the needs and interests of the target populations and ensure their delivery in a safe and quality manner, including, but not limited to, worship, recreation, meal times, workshops, social hours, etc.
- b. Assist Programs Director to recruit, develop, manage, and support volunteer program committees in their planning and coordinating of Claggett programs.
- c. Assist Programs Director to troubleshoot program issues, solve problems, and provide conflict management as necessary.
- d. Assist Programs Director to facilitate positive communication with volunteers, staff, and prospective and registered participants
- e. Assist Programs Director to work collaboratively with Claggett colleagues across departments to prepare retreat materials and make sure guest and meeting spaces are ready.
- f. Assist Programs Director to ensure the cleanup and tear down of any program related materials at the conclusion of every program, including noting and communicating facility maintenance needs or damage to the appropriate departments, following Reporting Damage and Incidents Protocol.
- g. Work collaboratively with diocesan staff and volunteers to develop and coordinate programs within a broader diocesan calendar

3. **MARKETING (10%)**
  - a. Work collaboratively within the Programs Department to develop and implement a marketing plan using print, website, and social media to increase participant diversity and attendance.
  - b. Take and acquire event photographs, organize and archive for marketing and promotional purposes.
4. **OTHER (10%)**
  - a. Work collaboratively within the broader Programs Department to vision and implement programs.
  - b. Assist youth programming as necessary based on program calendar and needs.
  - c. Participate in appropriate staff meetings, training events, and leadership activities.
  - d. Fill in for or assist other Claggett Center departments as necessary

### **Employment Terms**

- Full-Time: approximately 40 hours per week (2,080 annually)
- Salary: commensurate upon experience; starting at \$45,000
- Hybrid Work Schedule – typically 4 days onsite at the Claggett Center and 1 day remote per week
- Employee is required to be onsite for all adult programs, including residing overnight when programs are in session.
- Employee may occasionally be required to reside overnight during key youth programming
- The Interim Programs Coordinator position is through December 2025, at which time a permanent Programs Coordinator will be hired. The employee hired as Interim Programs Coordinator is encouraged to discern if they would like to be considered for the permanent position.

### **Qualifications & Requirements**

The ideal candidate will be grounded in Christian faith consistent with the Episcopal Church, possess a bachelor's degree or 3 years of administrative work experience, and have camp, Christian formation, or program management experience. Additional qualifications include the following:

1. Self-starter that can work independently with minimal direct supervision.
2. Energetic, creative, friendly demeanor with a positive attitude when working with the public.
3. Dependable, professional behavior with a responsible work ethic.
4. Experience and a proven interest in camp and conference center ministry.
5. Excellent written and communication skills.
6. Ability to maintain the integrity of sensitive and confidential information.
7. Champion, advocate, and change agent for diversity and inclusivity.
8. Functional knowledge of word processing and database management. Experience working on website and social media content is desirable.
9. Applicant should enjoy working in both an outdoor and office setting and working in a faith-based community.
10. Ability to lift and move 50 pounds.
11. Valid driver's license and reliable transportation.
12. Willingness to work flexible hours, weekends, and long hours seasonally. Applicant is required to reside overnight during key programming.