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January 10, 2022

Camp Bethel is accepting on-line applications for a full-time, year-round Program Coordinator.

Camp Bethel in Fincastle, Virginia seeks a dependable, caring leader to be our full-time salaried **Program Coordinator**. Summer Camp experience or training is required, and staff management experience is preferred. This position is available immediately. Starting benefits package includes salary of \$36,000 without optional family/personal medical insurance plan (or \$32,000 with optional family/personal medical insurance plan), a pension plan, paid vacation leave, and professional growth funds. Camp Bethel is a facility free from smoking/vaping/tobacco/cannabis. Read the on-line application instructions, a detailed position description and more at www.CampBethelVirginia.org/jobs, or e-mail questions to Camp Director, Barry LeNoir at Barry@CampBethelVirginia.org.

Camp Bethel's former Program Coordinator, Jenna Stacy Mehalso, departed the role on December 31, 2021. We are happy for her new adventures, and we celebrated with a big "Thank You!" to Jenna for eight excellent years of service.

Camp Bethel (Fincastle, VA) is the outdoor ministry of the Virginia District Church of the Brethren. Our mission is to foster and build relationships with God, with each other, and all of God's creation. We live our mission through our Christian camping programs, and availability of our facilities and services to all people.

Summer Camps began at Camp Bethel in 1927, and in 1970 the camp became a year-round Retreat Center for guest groups and churches. To continue and expand our year-round mission, we are accepting applications for Program Coordinator at Camp Bethel. The Program Coordinator joins our other full-time staff: Camp Director, Barry LeNoir, Facilities Manager, Mickey Nichols; and Food Services Coordinator, Daniel Naff.

Visit www.CampBethelVirginia.org/jobs for on-line application instructions and a detailed position description.

Program Coordinator at Camp Bethel, Fincastle, VA

Position Description, revised January 10, 2022



Minimum Qualifications

- Desire to work in Christian programming and to fulfill the Camp Bethel Statement of Purpose and Mission.
- College graduate and at least 22 years old; valid driver's license and safe driving record.
- At least two summers/years' experience on staff at a camping ministry; preferred at least one prior summer at Camp Bethel.
- Good character, work ethic, integrity, adaptability, enthusiasm, vocabulary and sense of humor.
- Interpersonal skills for relating to staff, volunteers, guests and campers, and ability to accept and provide supervision.
- Self-motivated, punctual, and enthusiastic with good organizational skills for maintaining files, manuals, and financial statements.
- Basic computer skills with Microsoft Office: Word; Excel; e-mail; web-based research and communications.
- Acceptance and ability to provide guidance and supervision of summer program staff and part-time programming staff.
- Signed acceptance of Camp Bethel/Virginia District Personnel Policies, position description, and Record of Agreement.

Camp Statement of Purpose and Mission

Camp Bethel (Fincastle, VA) is the outdoor ministry of the Virginia District Church of the Brethren. Our mission is to foster and build relationships with God, with each other, and all of God's creation. We live our mission through our Christian camping programs, our services, and making our facilities available to people of all denominations and backgrounds.

During summer camps, in small groups of 10-12 campers and 2-4 counselors, campers will experience living in an intentional Christian community as the Body of Christ (1 Corinthians 12). Well-trained counselors and program staff lead hundreds of unique, active, fun, educational activities. Through these experiences, with Jesus as our hope, campers come to understand that their relationships with each other and all creation are precious to God and worthy of our active care.

Responsible To

The Program Coordinator is employed by the Outdoor Ministries Committee (OMC) of the Virginia District Board of the Church of the Brethren upon recommendation of the Camp Director. The Program Coordinator is directly responsible to the Camp Director and shall report directly to the Camp Director. The employee and the Camp Director will perform an annual evaluation to discuss adherence to standards of performance, position description, and personnel policies. *See also the enclosed Camp Bethel Organizational Chart.*

General Position Description

The Program Coordinator works all year in coordination with other camp staff to create, support and enhance the Summer Camp programs, spring and fall Outdoor Education programs, Family Camps, the Winter Camp program, and other programs and events. The Program Coordinator serves on the annual Sounds of the Mountains Festival committee to support and enhance this annual fundraising event. September through mid-May, the Program Coordinator provides administrative assistance to the Camp Director. All full time staff perform other duties beneficial to Camp Bethel and that contribute to the positive experience of participants, families, volunteers and staff.

Summer Responsibilities (General)

Camp Bethel's summer camps are held weekly from early-June through early-August, Sundays through Fridays. 3 weeks of Summer Staff Training is held prior to the first week of Camp Bethel's summer camps. The Program Coordinator works cooperatively pre-season through end of season with the seasonal Assistant Program Coordinator(s) and the Camp Director to plan, organize, promote and staff Camp Bethel's summer camps and Memorial Day Family Camp. Mid-May through mid-August, the Program Coordinator serves as "first responder" to the daily activities of the summer staff and summer campers. Daily responsibilities May through August can vary widely, based upon what needs to be done. All employees work as a team to accomplish whatever needs to be done. *See also the enclosed Camp Bethel Organizational Chart.* During other summer weeks (earlier-June and later-August), Camp Bethel welcomes guest groups holding their own summer programs during which time the Program Coordinator assists the Camp Director to provide general guest services.

Responsibilities

- 1. To fulfill the camp's statement of purpose and mission.**
 - a. Develop and maintain summer camping programs that foster relationships among participants in an atmosphere that models Christian love, care, and patience.
 - b. Develop and maintain programs, procedures, and practices in harmony with God and God's creation, including use of environmentally and globally sensitive products.
 - c. Recognize duties as part of the overall ministries of Camp Bethel and part of the greater work of Jesus Christ.
 - d. Honor the theology, tradition and ministry of the Church of the Brethren. Each employee of Camp Bethel and the Virginia District Board - Church of the Brethren, Inc. is considered a minister regardless of formal ministerial status or denominational affiliation.
- 2. Work cooperatively with the Camp Director to supervise camp sponsored programming, including and especially the summer camping program.**

- a. **STAFF:** Work cooperatively with the Camp Director to recruit, train, schedule, supervise and manage summer program staff including counselors, coordinators, volunteers and CITs. Monitor and mentor counselors to facilitate growth and competence in excellent counseling skills. Report any personnel issues to the Camp Director. Only the Camp Director, in consultation with the OMC and District Board Executive Committee, may activate or terminate employment of any full-time or seasonal/part-time staff.
 - b. **FINANCES, BUDGET and INVENTORY:** Manage spending, hiring, and scheduling within approved budget line items. Without compromising quality, quantity, or services, seek out competitive prices for supplies, and schedule only necessary programming employees. Secure three quotes/bids for purchases/services exceeding \$2,000 (except for large Trading Post). Provide detailed records of purchases with accompanying receipts and forms. Order and keep an organized inventory of program supplies to ensure available supplies for summer camps and other programs, and ensure appropriate, reliable storage.
 - c. **VOLUNTEERS:** Help the Camp Director recruit, schedule and supervise volunteer program helpers (including camp leadership, cabin counselors, CITs, program support staff, weekly chaplains, weekly medical directors, kitchen volunteers, etc.) whenever possible to promote positive public relations with our churches and patrons and to reduce dependency on part-time workers. Monitor and mentor CITs to facilitate growth and competence in excellent counseling skills. Recognize the opportunities for ministry that occur when allowing for and working with volunteers.
 - d. **DEVELOPMENT AND INTERPRETATION:** Working with the Camp Director, Virlina District pastors and churches, choose curriculum, develop themes and set major goals for programs, provide literature to those involved, and when available, meet with congregations to interpret the programs of Camp Bethel.
 - e. **HOSPITALITY:** In all duties, maintain and promote an atmosphere of professional kindness, flexibility, patience, and love. Camp Bethel should be a welcoming place for all.
- 3. To perform other duties beneficial to Camp Bethel and that contribute to the positive experience of summer camp participants, parents, volunteers, and staff.**
- a. Perform other duties as assigned by the Camp Director.
 - b. Provide administrative assistance to the Camp Director including phone, post-mail, and e-mail communications, developing and maintaining databases and documentation.
 - c. At the direction of the Camp Director, provide occasional information articles for camp's E-Newsletters, and assist the Camp Director with information for social media and on-line communications.
 - d. Be a positive example of punctuality, appropriate cleanliness, work ethic, manners and sportsmanship to campers, staff, parents and public. Follow staff policies and camp policies, including no on-site use of tobacco, nicotine, cannabis, alcohol, and drugs. Encourage respect for personal property, camp property, equipment, and facilities. Manage personal time-off in ways that do not detract from ability to fulfill duties. Maintain good public relations with campers' parents and the public. Submit reports and evaluations on time.
- 4. Work with the full-time camp staff and summer staff to perform and maintain standards, duties, policies, and practices set forth by Camp Bethel, the Virlina District Church of the Brethren, Botetourt County, the Department of Health, the State of Virginia, and the American Camp Association.**
- a. Arrange for the proper care/maintenance of program equipment; report facility/equipment repair needs to Maintenance.
 - b. Help maintain organized files and manuals with pertinent programming and summer staff information.
 - c. Attend professional growth workshops and classes when possible and when approved by the Camp Director.
 - d. Follow policies, procedures and practices set forth by the Camp Director and the Virlina District in matters of staff policies, procedures and programming, including the Camp's Risk Management Plan and Emergency Action Plan.

Performance Evaluations Measures:

1. Does the employee accept and perform the responsibilities listed on the position description?
2. Does the employee seek excellence in the performance of services and responsibilities?
3. Does the employee foster and build positive relationships with guests, campers, staff and supporters/volunteers?
4. Is the employee a self-starter who can identify, prioritize, and complete necessary tasks without external guidance?
5. Does the employee provide timely communication of completed tasks or related progress to other staff?
6. Is the employee forthright and transparent in all aspects of their work and responsibilities?
7. Is the employee willing to learn new skills and attend professional growth trainings and conferences for this position?
8. Is the employee open to new and creative ideas?
9. Does the employee seek out ways to serve and help others?
10. Does the employee keep workspaces and vehicles clean, and does s/he keep a well-groomed appearance?
11. Is the employee a good steward of time, materials and money, and does the employee plan ahead efficiently?
12. Is the employee enthusiastic and able to create excitement in other staff, volunteers, and supporters?
13. Does the employee enjoy working at Camp Bethel?

Benefits of this position include:

1. Starting salary, per year, is \$36,000 without optional family/personal medical insurance plan (or \$32,000 with optional family/personal medical insurance plan). Pay is monthly.
2. Pension plan through Brethren Benefit Trust. Employee pays minimum of 4% of salary, and employer pays 12%.
3. Optional individual/family medical insurance. Employee pays 33.4% of premium, and employer pays 66.6%.
4. Optional on-site housing for an individual or a couple.

5. \$300+ annual professional growth fund, plus multiple opportunities to attend workshops, seminars, trainings, and camping conferences.
6. Use of camp vehicle for related work.
7. Air-conditioned and heated office; wireless DSL internet access in Camp Office and throughout parts of campus; office desktop-or-laptop computer (Windows 10 or later) provided; free meals when the camp is serving.
8. Paid vacation leave, flexible hours, and flexible work-schedule.

Policies and Other Employment Information:

Hours: Over the course of each monthly pay period, the Program Coordinator will work an **average of 40 hours per week**. Work days and hours are flexible and adaptable to the work tasks at hand. The camp office hours are Monday through Friday, 9:00am-5:00pm. Summer Camps and summer guest camps are generally on site Sundays through Fridays, and fall-winter-spring guest groups are generally on-site Friday afternoons through Sunday afternoons. For 10-12 weeks while summer campers are on site May/June through August, all full-time employees are on call (even if not necessarily on site) from Sunday 1:00pm through Friday 7:30pm. ***Note:** *Employees who receive optional on-site housing must work an average of 45 hours per week.*

Paid Vacation: The anniversary for paid vacation purposes shall begin on the date of employment. Camp Bethel Vacation leave is based upon a 6-day workweek. After 3-month probation = 1 week (6 days). After 1 year = 2 weeks (12 days); After 3 years = 2.5 weeks (15 days); After 5 years = 3 weeks (18 days); After 7 years = 3.5 weeks (21 days); After 10 years = 4 weeks (24 days); After 12 years = 4.5 weeks (27 days); after 15 years = 5 weeks (30 days). Unused vacation does not accumulate beyond each calendar year. Vacation is discouraged during summer camp, Sounds of the Mountains Week, Heritage Day Week, and over Memorial Day and Labor Day weekends. Work days and hours are flexible and adaptable to the work tasks at hand, so days off are available in addition to regular vacation leave. Vacation or leave without pay is available upon coordination with and approval by the Camp Director.

Sick Leave: Leave with pay due to injury or illness is accrued at the rate of eight hours (or one day) per month. Sick leave carries over year to year, but sick leave shall not accumulate beyond 45 days. Records pertaining to sick leave shall be maintained at the District Office and shall be available for management review. Vacation leave may be used for additional sick leave if necessary. No compensation is given for sick days remaining at the end of employment.

Family: *Per the personnel policies of the Virlina District Board – Church of the Brethren, Inc.* “There cannot be direct supervision of a relative or the supervisor cannot promote, review or recommend a salary increase for a relative.”

Probationary Period: Except in cases where the record of agreement provides otherwise, all employees shall have a three-month probationary period at the beginning of employment. Upon completion of the three-month period, the supervisor shall evaluate the progress of the employee (in writing) and decide employment status. The initial three-month period shall count toward total tenure and vacation leave; however, probationary employees are not eligible for paid leave during the probationary period.

Other Employment Information: Pay dates are monthly and within five business days of the end of the month. Employee is included in employer-shared Social Security and Medicare. Unemployment insurance is not provided for any employee of a faith-based organization. Each employee is granted six weeks maternity/paternity leave for an adopted or birth baby, and the employee may use accumulated paid sick leave, paid vacation leave, or leave without pay. Up to four work days with compensation may be granted for a death in the immediate family, including parents, step-parents, parents-in-law, spouse, children, step-children, siblings, grandparents, or grandchildren. One work day may be granted with compensation for the death of another relative. All work-related mileage shall be reimbursed at the standard rate set annually by the Internal Revenue Service and does not include driving to and from work and home. All employees are employed at will. No full time Camp Bethel employee shall have any other regular outside employment that interferes with the regular work days/hours or duties of the employee.

Ministry: Each employee (paid or volunteer) of Camp Bethel/Virlina District is considered a minister regardless of formal ministerial status or denominational affiliation. Every individual contact made by every individual employee is a reflection upon the mission and ministry of the camp and district, the component congregations and the denomination. All employees will, therefore, manifest a Christ-like spirit, attitude, demeanor and lifestyle in the performance of their duties regardless of location and/or circumstance. No on-site tobacco, smoking, e-cigs, vaping, nicotine, cannabis, drugs, or alcohol; Camp Bethel is a non-smoking/vaping facility. No obscene language.

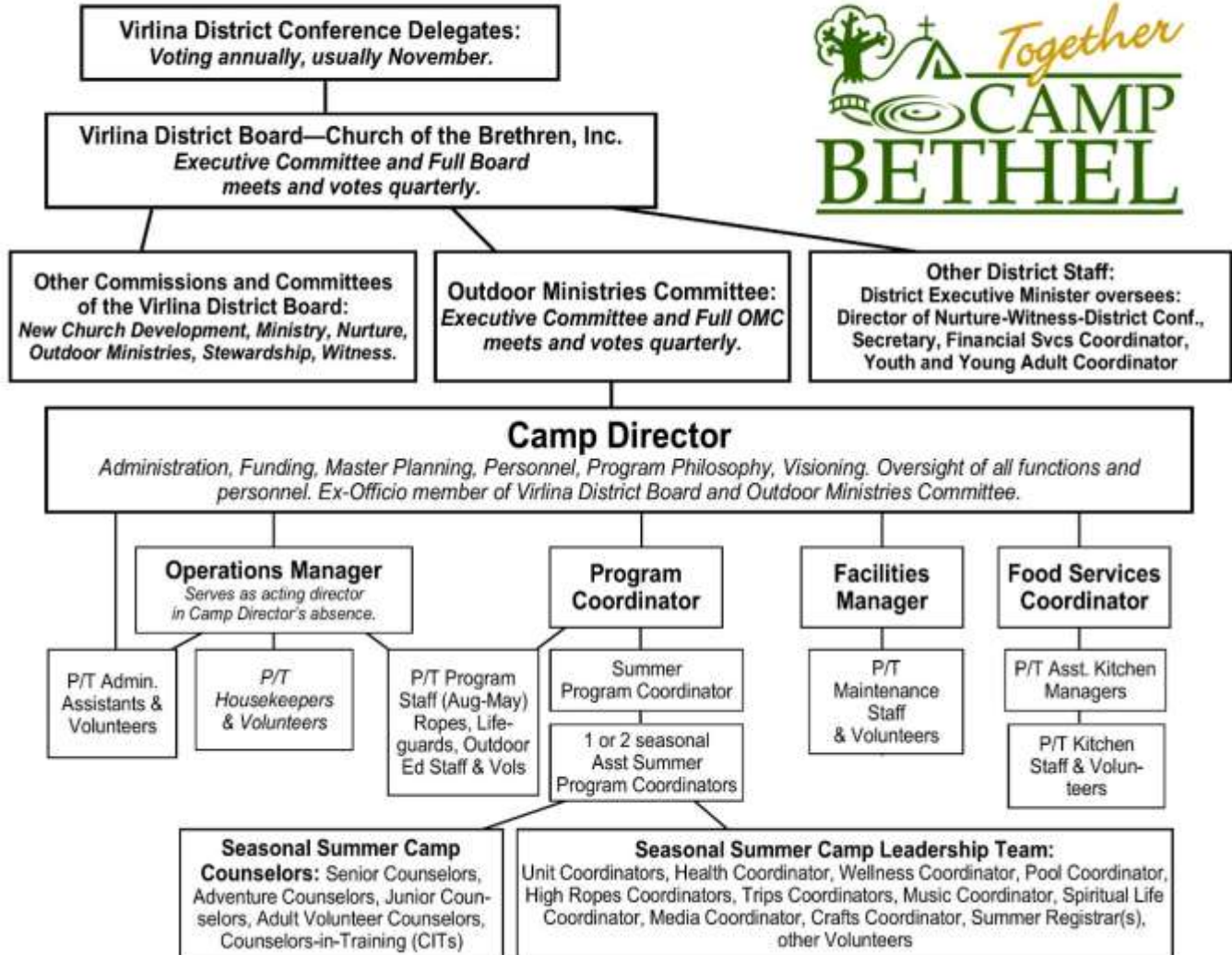
Camp Bethel programs began at our present location in 1927. Camp Bethel is open year-round for conferences, retreats, festivals, school groups and many other family, church and community events. Supportive congregations, loving guests, faithful families and campers, exceptional food services, a sound program philosophy, excellent full-time and seasonal staff, and hundreds of devoted volunteers have established Camp Bethel as one of the region’s best camping programs. Learn more about Camp Bethel and our interesting history at www.CampBethelVirginia.org. Camp Bethel adheres to over 300 health, safety, program and operational standards of the American Camp Association. Camp Bethel is a member of the Outdoor Ministries Association of the Church of the Brethren.

What is the Virlina District? The Virlina District of the Church of the Brethren is made up of 92 congregations spread across Virginia, West Virginia and North Carolina (hence, “Vir-lina”). The approximately 9,500 members of these congregations own and operate Camp Bethel by electing a volunteer Virlina District Board and Outdoor Ministries Committee. Learn more at www.virlina.org.

Who are the Church of the Brethren? *Continuing the work of Jesus: Peacefully, Simply, Together.* The Church of the Brethren is a Christian church similar to other mainstream Protestant groups such as Methodists, Baptists and Presbyterians. We base our practices and beliefs on Jesus' life and teachings and the New Testament. Steadily, lovingly, even radically, Jesus went about saving the world by serving its people. Because we believe Jesus' message, we seek to do the same. Our other distinctions include our peace position (Matthew 5:44) (shared with Quakers, Mennonites, Amish, and Moravians), emphasis on simple living (Romans 12:2) and Christian service (Luke 22:27), feet-washing during Communion worship service (John 13), and baptism by choice (Acts 2:37-39). The name "Church of the Brethren" was chosen in 1908 to emphasize a sense of family and community and was never intended to sound exclusively male. Rather, the Church of the Brethren views all people as children of God. www.brethren.org

Camp Bethel Organizational Chart

Revised 06/28/2021



Camp Bethel Program Coordinator Applicant Questionnaire:

Instructions:

1. If you have not already done so, read the Program Coordinator Position Description and other employment information contained in this document. Read through our web site at www.CampBethelVirginia.org to discern if your skills, interests and beliefs are compatible with the services and programs of Camp Bethel, the Virlina District (www.virlina.org), and the Church of the Brethren (www.brethren.org). Guest Group Rental Agreement and Rates are at www.CampBethelVirginia.org/groups, and the descriptions of our summer camping program is at www.CampBethelVirginia.org/camps.
2. If you have not already done so, e-mail the following (A & B) to Barry LeNoir, Camp Director at Barry@CampBethelVirginia.org. Send as WORD documents or PDFs:
 - A. Your updated résumé including your education and degrees (if any) and any honors or highlights; any certifications you currently hold, and any recent applicable trainings; experience with programming or education; and computer skills (especially MS Office); **and**
 - B. A letter of interest.
3. Complete the **Required Information (1-6)** and the **Application Questions (7-15)** on line at www.CampBethelVirginia.org/program-coordinator. Alternatively, provide numbered answers to these (listed below on this page) as a WORD document or a PDF, and return as an e-mail attachment as soon as possible to Barry LeNoir at Barry@CampBethelVirginia.org.
4. Based upon your qualifications (see the position description), your application answers, your résumé, and your letter of interest, if you are chosen for an interview, we must perform a comprehensive criminal background check for use in the decision process. If chosen for an interview, you will be contacted via e-mail for permission to perform a background check. Results of this background check will be held strictly confidential by the Camp Director, and your personal information will not be shared.

Required Information:

1. Your full legal name (first, middle, last).
2. Your home, permanent mailing address (number and street or PO Box, city, state, zip).
3. Your e-mail, and main phone number where we can respond to you.
4. VOLUNTARY DISCLOSURE: Not including traffic violations, have you been convicted of any crime, felony, child abuse, assault, or sexual abuse? **If YES, do not submit this application.** Since our primary summer mission is caring for children, we are unable to hire persons with prior convictions.
5. List THREE persons and their phone numbers who can provide **professional** reference for you. Describe their relation to your prior experiences or training. Do not list family members as references.
6. List TWO persons and their phone numbers who can provide a **personal** reference for you. Describe their relation to you. Do not list family members as references.

Application Questions:

7. Upon reading the Program Coordinator position description,
 - A. What excites you about the possibility of serving at Camp Bethel in this position?
 - B. Why Camp Bethel?
 - C. Why now?
8. This position is available immediately. If hired, what date would you be available to begin?
9. Describe your experience with or knowledge of Summer Camping.
10. Describe your experience with or knowledge of Summer Staff recruitment and training (counselors, etc.).
11. If you are hired, you will recruit, hire, train, and supervise to 2-3 seasonal Assistant Program Coordinators and 50-60 additional seasonal summer staff (coordinators, counselors, etc). What is your approach to leadership and teamwork?
12. As Camp Director, I trust each employee to complete their tasks and to be forthright and transparent in all aspects of their work and responsibilities. If hired, what would your expectations be of your co-workers?
13. What are your personal interests or hobbies?
14. Beyond what you've described on your résumé, why should we hire you?
15. What questions, if any, do you have concerning this position description, the general expectations, the benefits, policies, and any aspect of Camp Bethel?