

Mt. Gilead Camp and Conference Center  
**Canoe/Trip Coordinator Job Description**

Reports to: Activity Coordinator and/or Director

Responsibilities:

General:

1. Cares for the needs of Counselors and campers under her care.
2. Cooperates with other staff members.
3. Broadens the campers' interests.
4. Watches for and encourages spiritual life.
5. Keeps accurate records and reports as required.
6. Positively represents Christ and Mount Gilead in interactions with parents and visitors.
7. Performs miscellaneous duties as assigned.

Specific

1. Sets goals for canoe program and area including tripping, daily and weekly activities, training preparation, and personnel.
2. Trains and involves leaders and assistants.
3. Prepares weekly outlines for activity including daily guidelines, weekly goals, and suggestions for teaching.
4. Coordinates canoe trip program including planning, preparation, training, evaluation, leaders/assistants, campers, menus, overnights, transportation, and Bible Exploration.
5. Plans and coordinates other special events.
6. Completes required reports and records.
7. Evaluates program and makes suggestions for the future.

Desired qualities:

General:

- Understanding of the aims and philosophy of Mt. Gilead
- Love for girls
- Ability to get along with others
- Spiritual and emotional maturity
- Willingness to serve and perform tasks other than those assigned

Specific:

- Organizational ability
- Demonstrates awareness and good judgment of risks relative to waterfront safety