



JOB DESCRIPTION

Position Title: Programmes Co-ordinator

Responsible To: Operations Manager

Main Purpose of the Position:

To oversee the co-ordination and administration of all El Rancho programmes.

General Requirements:

- ✗ This is a team ministry and requires recognition of the needs of others and provision of support in all aspects of camp work when appropriate.
- ✗ This position requires active recruiting, training and empowering individuals to successfully action tasks.
- ✗ This job needs to be undertaken in line with the camp philosophy, values, and objectives.
- ✗ Seek every opportunity to continuously improve the camp.
- ✗ Proactively engage in promoting and marketing the camp.
- ✗ Actively represent Jesus in word and deed to everyone at El Rancho.

Specific Responsibilities:

1. El Rancho Programmes

- ✗ Responsible for the creation and implementation of all El Rancho programmes and events, which may include but is not limited to:
 - Kids Camps
 - Marriage Retreat
 - Family Camp
 - Leadership Training





- Parent Child Camp
 - Womens and Mens Retreats
 - Intermediate Camp
 - Community Open Day
 - Chapel services
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- x Develop vision and provide direction for all events.
 - x Be knowledgeable of all policies, procedures, and health and safety requirements and that they are kept up to date and followed at all times.
 - x Develop and lead a team of people, whose primary task is to utilise Christian programmes and activities to introduce the Christian life to people, invite them into relationship with Jesus and develop their faith.
 - x Main point of call via email and phone for all ministry programmes.
 - x Processing and management of all registrations for ministry programmes, through our online bookings system, Venue 360 (training will be provided).
 - x Ensure that all administrative work pertaining to El Rancho programmes is being completed to a high standard.
 - x Actively recruit new youth leaders to assist with El Rancho camps on an ongoing basis, with the goal of training, empowering and supporting individuals to effectively impact people's lives for Jesus.
 - x Network with Christian groups, youth groups and schools.
 - x Work alongside the Marketing Co-ordinator to effectively market all El Rancho programmes.
 - x Adhere to the programmes budget laid out by the Senior Management team.
 - x Ordering and shopping for all resources.
 - x Provide pastoral care to all helpers when required.

2. Evangelistic Programmes for Onsite Guests/Schools

- x Develop and run an evangelistic programme for groups staying at El Rancho using a 'Values Programme' model.
- x Take opportunities to deliver such values programmes whenever they become available.
- x Train and involve other staff as required.





3. Bookings & Office Administration Support

- ✗ Assist the Bookings and Office Administration team during peak seasons or whenever there is a need due to sickness or annual leave.

4. Hosting

- ✗ Act as host to groups when required. This may include a public welcome, explanation of rules and health and safety information, orientation to key parts of camp, attending to group requirements and general liaison with group organisers during their stay.

5. Activities

- ✗ Assist with relief running of Activities during peak times if required. This will include safety briefings and explanation of rules and health and safety information, along with care and control of the activity and the group. Training will be provided.

6. General Duties

- ✗ Help with general cleaning and set up duties if required, while maintaining a positive attitude.
- ✗ After hours and night phone duty (if living onsite).





Ideal Personal Attributes:

- x Committed and mature Christian with a passion for reaching young people with the Gospel message.
- x Experience in children's and/or youth ministry.
- x Experience in event management.
- x Familiar with working under relevant Code of Ethics.
- x Servant hearted and able and willing to work long hours when required.
- x Well-presented and relevant with an understanding of children and youth culture.
- x Ability to effectively communicate to individuals and large groups.
- x Manages own stress well.
- x Manages conflict with grace and clarity.
- x Balances competing demands and priorities well.
- x Team player and willing to contribute and to grow alongside the onsite community.

Key performance indicators:

The job is being done well when -

1. Parents, children and leaders express satisfaction with administrative procedures and communications as evidenced in customer/programme feedback.
2. Staff express satisfaction with communication and planning. This will be determined through feedback from debrief meetings with the Operations Manager and the Director.
3. Volunteer Leader levels meet agreed targets set by Operations Manager.
4. Director/Operations Manager expresses satisfaction with performance at evaluation time.
5. Interactions with children, youth and leaders meet ethical standards at all times.
6. All camp policy and procedures are complied with.

