



**MONTGOMERY  
CENTER**  
EST. 1957

*Welcoming all to experience Christ and Creation in  
ways that deepen faith and strengthen relationships.*  
88 SE 75th St, Starke, FL 32091 | 352-473-4516  
[www.montgomerycenter.org](http://www.montgomerycenter.org)

## Outdoor Activities Coordinator Job Description

### Summer Staff 2025

**Purpose of Position:** To serve as the point person for behind-the-scenes needs at camp and serving in other camp roles as needed such as counselor, lifeguard, activities leader, etc.

**Reports to:** Program Assistant, Executive Director

#### Essential Qualifications:

- Be of Christian faith, willing to share that faith with others, and to learn and grow alongside them
- At least one year of camp experience, preferred
- Current certification in first aid and CPR, or willing to become certified
- Able to understand, relate to, and communicate well with children, youth, and adults
- Excited to work as part of a diverse team & live as part of an intentional community
- Ability to endure the rigors of the camp environment (work in a variety of environmental conditions including temps reaching 100 degrees F, walk for distances, lift 50lbs, etc. )
- Ability to lead and participate in physical camp activities, such as swimming, hiking, boating, and games
- Ability to use discernment and discretion in many situations
- Be flexible and open to change
- Strong communication & interpersonal skills to be used with campers, staff, volunteers, visitors, & parents
- Ability to lead by example through maturity, self-discipline, good moral character, work ethic, & integrity
- Willing to invest fully in the ministry of Montgomery, its facility, and its staff both on and off site
- Completion of a Level II background check upon hire

#### Responsibilities:

1. Serve as program staff for both residential and day camp programs to include activity set up, gathering supply lists and supplies, facilitation, and clean up of camp activities. Willingness to become cross trained as a Lifeguard and/or Challenge Facilitator.
2. Create, plan, and coordinate age-appropriate "all camp activities" for the schedule in coordination with the Program Assistant.
3. Help with Camper Check-in on the first day of camp sessions and welcome campers and families with hospitality.
4. Be available as a substitute to help with Day Camp early check in or late check out, as needed in coordination with the Program Assistant.
5. To coordinate and assist other staff members in operation of the canteen and camp store, sorting and delivering of the mail, and transportation of program equipment to different areas of camp.
6. Attend regular staff meetings to aid in staff community building and to ensure good communications. Attend pre-camp staff training and assist in leadership during staff training as requested by the Program Assistant. Attend meetings with the Program Assistant / Executive Director as needed.
7. As part of the Montgomery ministry team, you will be expected to take part in activities with the campers to the extent that time allows without interfering with your primary duties as outlined in this Position Description.

8. Manage water coolers as it pertains to determining daily location needs, washing, filling, and delivering to various locations before the first activity block, refilling after lunch, and coordinating the collection of water coolers in the evening.
9. Help organize and distribute camper t-shirts on the last day of camp.
10. In all responsibilities, special attention is to be given to maintaining the applicable American Camping Association Standards.
11. Two of the most important parts of your job include:
  - a. *Role model to campers and staff:* at all times, exhibit a positive attitude. Use good language, both body and verbal, with both campers and staff. Your actions will be copied by campers and staff, always keep this in mind.
  - b. *Availability to and responsibility for campers and staff at all times:* A child or staff member should never be afraid to approach you.
12. Willingness to do what is requested and required in order to accomplish Montgomery's ministry and mission goals by practicing adaptability and flexibility.

### **Equipment Used:**

Montgomery staff may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

### **Knowledge, Skills, and Abilities:**

- Good written and verbal communication
- Strong time management skills
- Critical thinking and problem solving skills
- Ability to work well individually and within a team as a leader
- Ability to resolve conflict in a positive manner
- Ability to understand child development
- Ability to lead a small group
- Ability to practice patience and empathy

### **Relationships and Interpersonal Aspects:**

Montgomery staff will be interacting with many people over the summer including other summer staff, campers, campers' parents, kitchen and maintenance staff, volunteers, camp nurse, directors, and other user groups throughout the summer. It is important to maintain respectful and professional interactions and communication with everyone.

**Complete this Google form if you are interested in a position with us!**



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