



Camp 1:27 Camp Coordinator

JOB DESCRIPTION

ORGANIZATION	Raleigh's Place	REPORTS TO	Executive Director
LOCATION	Camp 1:27 • Clanton, Alabama	POSITION	Camp Coordinator
EMPLOYMENT	Year-round salaried position	SCHEDULE	Seasonally intensive; summer availability required
COMPENSATION	\$38,000–\$42,000 annually, commensurate with experience and qualifications.	MISSION	Live the Gospel by Loving the Fatherless

About Raleigh's Place

Raleigh's Place is a Christ-centered ministry committed to "Living the Gospel by Loving the Fatherless." Based on James 1:27, Raleigh's Place serves children and families impacted by foster care, adoption, and relative placement through Camp 1:27 and other ministries that provide practical support, meaningful relationships, and opportunities to encounter the Gospel of Jesus Christ.

About Camp 1:27

Camp 1:27 is a free Christian summer camp serving children and youth who are currently in foster care, have been adopted, or are living in relative placements. Camp combines the fun and adventure of a traditional summer camp with intentional Christian discipleship through chapel, Bible teaching, Scripture memory, small groups, mentoring, and relationship building.

Our two primary goals are:

1. Introduce every camper to Jesus Christ and clearly communicate the Gospel.
2. Give every camper one of the best weeks of his or her life.

Because many of the children we serve have experienced trauma, instability, loss, or significant life transitions, Camp 1:27 seeks to create an environment characterized by safety, consistency, joy, belonging, and the love of Christ.

Position Summary

The Camp Coordinator provides primary leadership for Camp 1:27 and is responsible for the year-round planning, development, administration, staffing, and execution of the program.

This position requires much more than managing camp during the summer. The Camp Coordinator builds the program throughout the year by recruiting staff, developing relationships with churches and ministry partners, communicating with foster and adoptive families and DHR personnel, planning programming, preparing facilities, overseeing registration, coordinating logistics, and ensuring Camp 1:27 is ready to operate safely and effectively each summer.

During camp, the Coordinator serves as the primary operational leader and is responsible for staff leadership, camper experience, program execution, safety, communication, problem solving, and overall camp culture. Outside the summer season, the Coordinator also helps oversee the Camp 1:27 property, develops rental opportunities, coordinates facility maintenance, assists with other Raleigh's Place programs and events, and represents the ministry in the community.

Essential Responsibilities

1. Spiritual & Ministry Leadership

- Maintain a personal commitment to Jesus Christ and demonstrate Christian character consistent with the mission and values of Raleigh's Place.



- Help create and protect a distinctly Christ-centered culture among campers and staff.
- Ensure Gospel proclamation, biblical teaching, prayer, worship, discipleship, and relationship building remain central to Camp 1:27.
- Select, develop, or coordinate appropriate biblical devotional and discipleship materials for camp.
- Coordinate chapel speakers, worship leaders, special guests, and ministry partners.
- Equip camp staff to model Christlike character and engage campers in meaningful spiritual conversations.
- Help staff understand that Camp 1:27 is a ministry first and not simply a recreational summer program.
- Participate in the broader ministry life and staff culture of Raleigh's Place.

2. Year-Round Camp Planning & Program Development

- Develop the annual Camp 1:27 operating plan and summer schedule in coordination with the Executive Director.
- Plan and coordinate camp activities, schedules, special events, theme days, chapel programming, recreation, meals, transportation, and other program components.
- Continually evaluate activities and programming for safety, effectiveness, age appropriateness, camper engagement, and alignment with the mission of Camp 1:27.
- Coordinate the use of camp facilities, activity areas, equipment, and supplies.
- Identify materials, equipment, and improvements needed for successful camp operations and seek donated materials or services when appropriate.
- Develop contingency plans for weather, staffing shortages, emergencies, behavioral situations, and other disruptions.
- Review previous seasons and implement improvements before the next camp year.
- Assist the Executive Director in establishing annual goals for camper participation, staffing, program quality, and ministry impact.

3. Staff Recruitment, Hiring & Development

A major responsibility of the Camp Coordinator is building and developing a strong summer staff.

- Develop and execute a year-round strategy for recruiting qualified counselors and support staff.
- Build relationships with churches, colleges, campus ministries, Christian organizations, former staff, and other recruiting partners.
- Promote Camp 1:27 through recruiting events, job fairs, speaking opportunities, digital communication, social media, and personal networking.
- Recruit, interview, screen, and recommend candidates for camp positions in coordination with the Executive Director.
- Ensure required applications, references, background checks, fingerprinting, certifications, and other documentation are completed.
- Develop and lead pre-camp staff orientation and training, including camper care, trauma awareness, safety, emergency procedures, discipline, spiritual leadership, mandated reporting, and organizational policies.
- Establish clear staff roles, responsibilities, schedules, days off, and chains of command.
- Provide ongoing coaching, encouragement, accountability, and mentorship; conduct regular staff meetings before and during camp.
- Observe staff performance, address concerns promptly, and foster a healthy, unified, joyful, hardworking, ministry-focused staff culture.
- Participate in staff evaluation and build relationships with strong staff members to improve year-to-year retention.

4. Camper Recruitment, Registration & Family Communication

- Promote Camp 1:27 to foster families, adoptive families, relative-placement families, DHR offices, churches, foster-care ministries, and community partners.
- Maintain relationships with county and state DHR personnel and other referral partners.
- Manage camper registration and ensure applications are complete and appropriately reviewed.
- Maintain accurate camper records and required documentation.
- Communicate clearly and promptly with foster parents, adoptive parents, guardians, caregivers, social workers, and other authorized individuals.
- Coordinate camper check-in and check-out procedures, including proper identification and authorization.
- Follow up appropriately with caregivers or DHR personnel when significant concerns or incidents occur.



5. Camper Experience & Culture

- Help create a camp environment in which every camper feels safe, valued, welcomed, included, and known.
- Promote a culture of joy, encouragement, adventure, friendship, and Christian love.
- Monitor camper relationships and peer culture for bullying, exclusion, inappropriate behavior, or other concerns.
- Respond appropriately to behavioral issues, conflicts, homesickness, emotional distress, and other camper needs.
- Work closely with counselors to support campers who require additional attention.
- Ensure activities are organized and supervised appropriately.
- Build positive relationships with campers while maintaining healthy and appropriate boundaries.
- Help staff recognize and respond appropriately to the experiences of children impacted by foster care, adoption, trauma, instability, or loss.

6. Safety, Health & Risk Management

- Understand and enforce Raleigh's Place camp policies, procedures, and safety expectations.
- Establish and communicate procedures for medical emergencies, severe weather, fire, missing campers, behavioral crises, injuries, and other emergencies.
- Coordinate and document appropriate emergency drills, including fire and severe-weather procedures.
- Ensure required staff certifications and safety training are completed.
- Maintain appropriate camper supervision throughout the program and ensure first-aid supplies and emergency resources are readily available.
- Coordinate appropriate response to injuries and illnesses and ensure injury, accident, behavior, and incident reports are completed accurately and promptly.
- Oversee medication storage, distribution, and medication logs according to established policies.
- Immediately communicate serious incidents or safety concerns to the Executive Director.
- Understand and follow applicable DHR, state, organizational, and mandated-reporting requirements.
- Identify potential safety concerns within facilities, activities, equipment, and camp operations and work to correct them.

7. Camp Operations & Logistics

- Serve as the primary operational leader during Camp 1:27.
- Coordinate daily schedules and communicate changes and operational needs to staff.
- Coordinate staff assignments, activity coverage, supplies, equipment, meals, transportation, recreation, special events, chapel, and other logistical components as assigned.
- Troubleshoot operational challenges quickly and calmly.
- Maintain regular communication with the Executive Director regarding significant issues.
- Work cooperatively with Raleigh's Place employees, volunteers, and ministry partners.
- Provide visible, accessible leadership throughout camp sessions.

8. Administration & Financial Stewardship

- Assist in developing and managing the annual Camp 1:27 operating budget and monitor expenditures within approved parameters.
- Maintain accurate records related to staff, campers, supplies, program expenses, and other camp operations.
- Develop and maintain forms, letters, schedules, handbooks, policies, checklists, and other documents needed for camp.
- Manage online camper and staff registration systems.
- Maintain appropriate confidentiality regarding camper, family, and staff information.
- Assist with collecting program data needed for grants, donor communication, evaluation, and reporting.
- Document program outcomes, challenges, incidents, and recommendations and provide timely information to Raleigh's Place leadership.

9. Facilities, Grounds & Rental Coordination

- Regularly inspect camp facilities, activity areas, grounds, and equipment.
- Identify maintenance and repair needs and communicate priorities to the Executive Director.
- Coordinate staff, volunteers, contractors, or work days for routine maintenance and improvement projects.



- Help ensure the property is clean, organized, safe, and ready for camp and outside groups.
- Maintain appropriate inventories of camp equipment and supplies.
- Assist with preparation and cleanup for facility rentals and special events.
- Promote the Camp 1:27 property to churches, ministries, organizations, and other appropriate rental groups.
- Communicate with potential rental groups and coordinate scheduling as assigned.
- Look for responsible opportunities to increase rental usage and generate income that supports the ministry.
- Help protect Raleigh's Place facilities and equipment through proper use and oversight.

10. Other Raleigh's Place Ministry Responsibilities

- Attend Raleigh's Place staff meetings and organizational training.
- Assist with Foster Parent Night Outs and other events serving foster, adoptive, and relative-placement families.
- Participate in ministry events, fundraising activities, volunteer projects, or community outreach when appropriate.
- Represent Raleigh's Place at churches, community events, colleges, conferences, recruiting events, and other speaking opportunities.
- Help communicate the mission and impact of Raleigh's Place through relationships, presentations, social media content, newsletters, or other communication efforts.
- Cooperate with other Raleigh's Place programs and staff when organizational needs arise.
- Perform other ministry-related duties assigned by the Executive Director that are consistent with the purpose of the position.

Annual Rhythm of the Position

SEASON	PRIMARY EMPHASIS
Fall	Evaluate the previous camp season; review feedback; update policies, forms, schedules, activities, and procedures; build recruiting relationships; coordinate facility maintenance and rentals; assist with Raleigh's Place events.
Winter	Intensify staff recruitment; attend recruiting events; interview prospective staff; develop summer programming, themes, activities, and devotional plans; promote camper registration; identify facility and equipment needs.
Spring	Finalize hiring and staff assignments; complete screening documentation; finalize camper registration; communicate with caregivers and social workers; complete facility preparation; confirm speakers, activities, transportation, meals, and logistics; conduct staff training.
Summer	Direct camp operations; supervise and develop staff; support campers; maintain safety; troubleshoot problems; communicate with caregivers; coordinate programming and logistics; protect camp culture and keep the mission central.

Qualifications

Required

- Demonstrated personal commitment to Jesus Christ and agreement with the Christian mission and values of Raleigh's Place.
- Strong Christian character and spiritual maturity.
- Ability to lead others with humility, integrity, consistency, and accountability.
- Strong organizational and administrative abilities.
- Excellent verbal and written communication skills.
- Ability to manage multiple projects, deadlines, people, and details simultaneously.
- Strong relational skills with children, teenagers, young adults, parents, ministry partners, and professionals.
- Ability to remain calm and make sound decisions in stressful or rapidly changing situations.
- Willingness to work flexible and extended hours during the camp season.
- Ability to work independently while remaining accountable to the Executive Director.
- Willingness to obtain CPR, First Aid, and other required certifications.



- Ability to successfully complete required background checks and screening.

Preferred

- Previous experience in camp ministry, children's ministry, youth ministry, nonprofit leadership, education, recreation, or a related field.
- Experience recruiting, supervising, or developing young adult staff.
- Experience working with children or families impacted by foster care, adoption, trauma, or instability.
- Experience coordinating events, programs, or complex logistics.
- Familiarity with camp safety, risk management, or outdoor recreation.
- Experience building partnerships with churches, colleges, community organizations, or volunteers.
- Basic experience managing budgets and program expenses.

Characteristics of a Successful Camp Coordinator

Spiritually mature — Genuinely committed to Christ and able to lead others spiritually.

Relational — Naturally builds trust with campers, staff, caregivers, churches, and community partners.

A recruiter — Enjoys meeting people, building networks, communicating a vision, and inviting others to participate.

Organized — Keeps track of many details without losing sight of the larger mission.

Dependable — Follows through consistently and takes ownership of responsibilities.

Proactive — Sees what needs to be done and acts rather than waiting to be directed.

Flexible — Understands that ministry and camp rarely go exactly according to plan.

Calm under pressure — Responds thoughtfully to emergencies, staffing issues, behavioral concerns, and schedule changes.

A developer of people — Does more than supervise staff; coaches and equips them to succeed.

Mission-driven — Understands that activities, facilities, schedules, and administration exist to create opportunities to love children well and share Christ with them.

Performance Expectations

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| • Spiritual and ministry impact | • Quality and consistency of Gospel-centered programming |
| • Effectiveness of staff recruitment and retention | • Quality of staff training and leadership |
| • Camper safety and wellbeing | • Camper and caregiver experience |
| • Program organization and execution | • Communication and responsiveness |
| • Compliance and documentation | • Budget stewardship |
| • Facility readiness and maintenance | • Rental development and property utilization |
| • Staff culture and teamwork | • Relationships with churches, DHR, foster families, and community partners |
- Ability to identify problems and implement improvements from year to year

Physical & Scheduling Requirements

The position requires regular activity in an outdoor camp environment and may include prolonged standing and walking, exposure to heat and changing weather conditions, participation in camp activities, and occasional lifting or moving of camp supplies and equipment.

The Camp Coordinator must be available for extended hours during staff training and summer camp sessions, including early mornings, evenings, and overnight periods when necessary. Because responsibilities include year-round planning, recruiting, facilities, rentals, and organizational ministry activities, the position requires consistent engagement outside the summer camp season.



Compensation

ANTICIPATED ANNUAL SALARY: \$38,000-42,000

Final compensation and any additional benefits or incentive structure will be established by Raleigh's Place.

Accountability

The Camp Coordinator reports directly to the Raleigh's Place Executive Director and is expected to maintain regular communication regarding program development, staff recruitment and performance, camper concerns, safety incidents, facility needs, budget matters, significant operational decisions, ministry opportunities, and areas requiring Executive Director approval or assistance.

The Camp Coordinator is entrusted with significant responsibility for the ministry, reputation, property, staff, and campers of Raleigh's Place and is expected to exercise sound judgment while operating within established policies and organizational leadership.

Our Purpose

Camp 1:27 exists because children impacted by foster care deserve to experience safety, joy, belonging, meaningful relationships, and the hope of the Gospel.

Every staff member recruited, every activity planned, every facility prepared, every caregiver contacted, and every logistical detail handled contributes to the opportunity to **Live the Gospel by Loving the Fatherless.**

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