

Position Description
Beth-El Farmworker Ministry, Inc.
Summer Program Coordinator

*18240 Hwy 301 S. Wimauma, Fl 33598
813.633.1548*

Purpose: Temporary part-time position (8-10 hours per week April-June) (25-30 hours July and August) to coordinate Beth-El's summer and back-to-school programs.

Accountability: To the Executive Administrative Assistant

Duties and Responsibilities:

1. Assist parents in completion of registration forms for VBS and Cedarkirk, ensure all required documentation is complete. Completed Cedarkirk forms are to be scanned and emailed to Karin at Cedarkirk (karin@cedarkirk.com)
2. Recruit and register summer camp and VBS volunteers.
3. Create a calendar of summer activities with dates/times/locations to share with parents.
4. Prepare certificate at end of summer for each child participating in summer programming.
5. Maintain communication with Senior Staff.
6. For Cedarkirk:
 - a. Confirm attendance with parents two weeks prior to departure date. Send reminder one week prior.
 - b. Prepare backpacks for each child containing hygiene products, bug spray, water bottle, towel, sunblock, swimsuit*
 - c. Schedule driver or drive Beth-El bus according to drop off and pick-up schedule.
 - d. Ensure each child is registered, has appropriate emergency contact information and dropped off at proper camp.
 - e. Send "check-in" emails to kids while at camp.
7. For VBS
 - a. Organize children by age into groups for VBS programming (children remain in same group throughout VBS).
 - b. Schedule driver or drive Beth-El bus to pick up children and youth beginning at 7am.

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- c. Greet children or have greeter scheduled for when children arrive (beginning at 7:30am).
 - d. Make sure each child receives both breakfast and lunch according to VBS schedule (some meals served at RCMA).
 - e. Coordinate pre-VBS scheduling with mission partners. Serve as liaison to mission teams during VBS.
 - f. Ensure that all adult volunteers are registered and background checked.
 - g. Coordinate and lead youth volunteers.
 - h. Track youth volunteer hours and certify with a letter their hours of service.
 - i. Create sign-in and sign-out parent or guardian authorization form.
8. Back to School Program
- a. Ensure there is a backpack with age/school appropriate school supplies for each child that attended VBS and Cedarkirk. Make sure backpacks and certificates are arranged in sanctuary for distribution on “Blessing of the Backpacks” Sunday.
 - b. Work with senior staff on coordinating shoe shopping and pool day at Cedarkirk.

Qualifications:

High School degree, some college preferred.

Bilingual (English/Spanish)

Good administrative skills

Proficient in Microsoft Office products including Excel and Word

Works well with children and adults

Valid Driver’s license

Submitted On _____

Approved By _____

Revised On _____

Revision Approved By _____