

Shiloh Bible Conference
Timothy Coordinator

The Timothy Coordinator primary focus is to ensure the camp is true to its mission, vision, policies and core values. In collaboration with the Executive Director, the Timothy Coordinator provides planning, Biblical guidance, training, and leadership to the Timothy Program at Shiloh Bible Conference. Interprets and communicates SBC's purpose, mission, vision and programs to outside organizations and the public. The Program Director prepares, distributes, and maintains a variety of reports, newsletters, mailings, schedules and brochures for the year round programs.

In addition to the leadership provided to Shiloh Bible Conference, the Timothy Coordinator supports and serves with the SBC staff in its day to day operations. This includes, but is not limited to, serving with the kitchen, facilities, office, and program staff as needed. The Timothy Coordinator is expected to lead by example and fill needs as they arise at camp.

PRIMARY DUTIES AND RESPONSIBILITIES

Pre summer:

- Reach out to advisors about each of the kids
- Confirm/Get advisors for the upcoming season
- Update and send out the summer sign up google form
- Set up the Timothy teams for each week during the summer
- Register each Timothy through Campdocs
- Find a hike for the kids to do during training week (if desired, it is a tradition but traditions change)

- During the Summer:
- Plan and execute Timothy training
- Make weekly teams for meal jobs and bathroom cleaning
- Monday Staff Orientation with the Tims
- Morning meetings with Tim squad (daily)
- Know how many inside and outside tables are needed for meals
- Oversee set up and take down for meals
- Oversee meals (some of these could belong to the program coordinator role)
 - Call seconds
 - Do the "Tim" jobs while the tims eat
 - Make punch or facilitate the drink
 - Dismiss tables
 - Start clean up
- Oversee bathroom cleaning
- Work alongside facilities and kitchen
 - Make sure that the tims are staying up to food safety standards
- On-call for late night/early morning clean up (working closely with the nurses is important for this one)
- Make sure the tims are where they are supposed to be
- Make sure that water jugs are distributed during rest time (if needed)
- Clean out iron deposits from the dish pit sprayer and make sure that the dish pit stays stocked with supplies
- Tuesday night BBQ preset up, set up, service and take down

- Send out the signup form for the upcoming Timothy season
- Introduce the Timothy program each week before the team scores on the last day of camp
- Build relationships with each of the kids (this is my personal preference)
 - Be present
 - Take an interest in each of them individually
 - Learn the stupid dances and catch phrases that they say/do
 - Put out “fires” before they impact the timothy program or individual kids
- October to early May:
- Plan and execute timothy kickoff
- Get the names of the kids to each advisor
- Check in with each advisor each month to make sure that they are doing well and see if they need anything from camp (Let tim advisors know there is money to spend)
- Timothy Shirt Contest Coordinating (I primarily have a contest so the kids are part of it and I lack the creativity that I would like to have for these)
- Work as the Coordinator for Discipleship and Snow camp, or any other camps that timothy's end up being needed (ex. end of summer guest groups)
 - Getting a team together
 - Schedule the kids for meal jobs/bathrooms (depends)
 - Timothy Orientation (depends)
 - Run the Timothy Cabin (depends on numbers)
 - Oversee cleaning and meals
 - Help with general camp things
- The Advisors would like the next coordinator to come to their meetings every couple of months
- Additional Responsibilities:
- Cooks for weekend rentals
- Finding staff members for summer and various other camps (I do need to staff kickoff as an individual, most advisors don't come up)
- Registration for camps (day of)
- Timothy email account to answer questions from Tims and parents
- Finish cleaning or redo cleaning depending on timelines
- I personally write letters to each kid each week, but that's a personal preference that the next person would in no way have to continue
- Color coordinate schedules for the kids to know where to be at what time
- Write on the whiteboard so the kids know where to be
- Implement personal policies of leadership
- Move paddle boards during rest time
- Put out the schedules around camp on Monday morning
- I love to say “good night” to my kids and be around to “get ready for bed”, having more adults around also helps the cabin leaders get their campers to bed.
- Help wherever else is needed depending on camp needs
- Run the Timothy Instagram
 - Currently, it is Ministry Tip Mondays and Timothy Tuesday and templates
- Send out postcards to each kid that signs up for the program

Hosting

- Work with other staff and volunteers in hosting guest groups to provide 24/7 availability (during open months as established between the Board of Directors and Executive Director)
- Work with other staff and volunteers to ensure food service is provided when requested.
- Welcomes and provides tours to groups looking to utilize the facility.

QUALIFICATIONS

Experience: Has related camp administrative/leadership experience [5+ years preferred]

Education: High school Diploma

Focus: Expected to typically spend 70%- 80% of time on program leadership, discipleship and direct camp related activities, and 20- 30% on administrative, camp support and program preparation.

Knowledge, Skills & Abilities:

- Ability to plan, coordinate, evaluate, delegate, train and supervise others; ability to lead by example
- Ability to perform short and long range planning and the ability to carry these plans out
- Able to promote and minister in churches, sharing about camp and the Gospel
- Can communicate well in writing, using different forms of media
- Ability to teach the various areas of camp ministry and train others
- Understands the operations and purpose of the various areas/departments of camp
- Able to delegate and communicate well with others
- Possesses administrative abilities and a willingness and ability to assume responsibility directly or indirectly for the operation of Shiloh programs

Personal characteristics

- Passion for camp ministry and people with a sincere desire to see the camp ministry used for God's glory
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him
- Desires to serve Jesus Christ as part of a team, serving humbly in love as a leader
- Is able to work with campers and staff in a cooperative, supervisory and encouraging manner
- Is eager to learn and shows a consistent walk with God. Is willing to forego some personal rights (i.e., work odd hours and weekends) for the ministry
- Is moral and ethical in all personal and business-related matters.
- By nature is a self-starter and must have discipline in management of time
- Observant and attention to details person
- Should be neat and clean in practice and appearance
- Is in agreement without reservation with Shiloh Bible Conferences policies and statement of faith
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