



Impact 2818
P.O. Box 16
North Webster, IN 46555
Apply online @ www.impact2818.com

Cokesbury Coordinator

Purpose of this Position: To supervise the Cokesbury Staff; assure Cokesbury is a happening place that includes games, crafts, special events and retail operations that are properly organized, staffed and maintained.

Essential Functions & Responsibilities: To assure Cokesbury is properly cleaned and organized, equipment is available and working, all merchandise is inventoried and ready for sale, and appropriate supplies are in stock; to assure proper cash/merchandise controls are in place and financial records are maintained for all sales; to assure a fun, exciting and safe environment.

Other Duties: Assure proper functioning, cleanliness and safety of all equipment; provide organized storage and proper inventory of all merchandise, equipment and supplies; mentor the Cokesbury Team and assure all duties are being fulfilled. Assist in check-in, grounds maintenance, housekeeping, dishwashing, activities, closing celebrations and other duties, as assigned.

Supervisory Responsibilities: Supervise the Cokesbury Team; this position may have volunteers or other staff working with him/her.

Knowledge & Skills: Experience supervising others; understanding of the developmental stages of students; excellent organization, planning, creativity and public relation skills.

Fiscal Responsibility: This position may require purchasing or ordering equipment, merchandise or supplies. All purchases made on behalf of the camp must follow appropriate steps set forth by Impact 2818. Accurate Retail Balancing Sheets must be maintained.

Extent of Public Contact: Extensive contact with campers and volunteers.

Working Conditions and Physical Demands: At any given time may need to run, sit, squat, bend and twist to perform duties; perform simple and power grasping, pushing, pulling and fine manipulation; lift or carry weight of 50 lbs or less; walk for extended periods of time.

Wage & Benefits: Full lodging and meals; Pay Range Starting at \$275