



Title: Coordinator, International Camps (Camp Experience and Operations)

Job Code (TS Only): 10035

Scope of Position: To support the planning and execution of camp internationally through the development, delivery, and evaluation of camp program elements, theme content, and related activities to ensure that camp is fun, relevant, and propels the mission of WinShape Camps. Coordinate event planning and logistics, full-time and summer staff travel, and inventory ordering and management.

Reports to: Manager, Camps International

Responsibilities:

- Collaborate in developing a next-level camp experience for campers, families, and Summer Staff through the development and delivery of Skills, Small Groups, and related activities in Costa Rica and Brazil.
- Develop the auditorium experience for camps in Costa Rica and Brazil including thematic content and resources, skits, and the creation of the theme song in Spanish and Portuguese.
- Manage WinShape Camps International inventory and inventory systems in the US, Costa Rica, and Brazil.
- Assist in the creation, implementation, and evaluation of year-round and summer operational systems and processes.
- Support WinShape Camps International events, including Leadership Weekend, Staff Training, Stateside Trainings, Post-Camp Debriefs, and Summer Banquets through event planning, logistics and execution.
- Coordinate camp travel, including booking flights, assisting with passport acquisition, and coordinating with international partners for in-country travel logistics.
- Assist in the creation, implementation, and evaluation of year-round and summer operational systems and processes.
- Collaborate cross-functionally with other members of the International Team to achieve effective project timelines and execution of goals with excellence.
- Serve in a leadership position on WinShape Camps International Project Teams and as a Point Person for Summer Teams.
- Serves as a member of assigned work team(s) as needed, including the Creative Work Team to coordinate all creative visual content for camp, including both digital content and printed banners/signage

Requirements:

- Bachelor's degree or equivalent work experience.

- Served at least one year on Summer Staff with WinShape Camps or another camp, preferred but not required.
- Demonstrates skills in written communication, time-management, and organization.
- Preferred experience in international ministry and project management.
- Proficient in Microsoft Office programs and Asana.
- Willing to engage in moderate travel (10-20%) throughout the year and heavy travel (50-60%) in the summer.
- A self-professing Christ-follower, actively involved in a Christian faith community and actively pursuing Christ on a consistent basis.
- Must hold or obtain a valid driver's license for the state in which they are hired and have an acceptable driving record.
- Must hold or obtain a valid passport.

Location: Atlanta, Georgia

FLSA Status: Regular Full-Time, Exempt

Employee's Signature _____

Supervisor's Signature _____

