

**Camping Ministry Coordinator**  
Yellowstone Conference of the United Methodist Church

**General Job Description:**

The Camping Ministry Coordinator serves the Yellowstone Conference Camping Committee (YCCC) through coordination of communication, meetings/events, and advertising/advocacy.

**Tentative Hire Date:** March 1, 2008

**Coordination Responsibilities:**

**Communication**

- Act as the primary contact person for camping ministry.
- Minimum of bi-weekly contact with the YCCC chairperson.
- Maintain databases that pertain to camping ministry, including directories for YCCC.
- Uphold accountability within the YCCC through reminders of dates, accepted tasks, and regular updates.
- Keep minutes of all meetings/events of the YCCC and distribute within one week, and again with next meeting's agenda.
- Act as liaison to the Deans by educating them on their role, ensuring appropriate paperwork, and maintaining regular contact.
- Work directly with the conference camping registrar in order to become knowledgeable of the registration system.
- Act as Camping Ministry liaison to any person(s)/event supporting youth and young adult ministry.

**Meetings/Events**

- Set dates, times, places, and agendas for all meetings and events with the YCCC chairperson.
- Distribute agendas to appropriate parties two weeks prior to meeting/event (including last meeting's minutes).
- Coordinate logistical details such as travel, food, and sleeping arrangements as necessary.

**Advertising/Advocacy**

- Oversee the creation and distribution of the camping ministry brochure with the availability deadline of January 1.
- Coordinate camping ministry advocacy visits to local churches.
- Ensure the website always includes appropriate information.

## **Other Expectations**

- Log hours and tasks and provide monthly updates to YCCC chairperson and Director of Connectional Ministry (DCM)
- Visit each campsite annually

## **Qualifications:**

- A strong and growing Christian faith, servant heart, and an appreciation for camping ministry.
- Self-motivated and able to fulfill requested tasks effectively and efficiently.
- Strong organizational skills.
- Effective interpersonal and communication skills.
- Proficient computer skills, especially word processing and e-mail, and willingness to learn Microsoft Access.
- Must live within the Yellowstone Conference.

## **Time Requirements:**

The average will be approximately 10 hours per week, understanding the fluctuation based on the tasks and time of year.

## **Salary/Compensation:**

- \$5,200-6,200 per year DOE

## **The YCCC will also provide:**

- Laptop computer/portable printer
- Internet Service
- Cell Phone
- Reimbursable travel account of \$1000
- Office Supplies

## **Accountability:**

- To YCCC chairperson and DCM.
- Review of overall position at 6 and 12 months

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## **Interested persons can send a letter of interest and resume to:**

Rev. Morie Adams-Griffin, YCCC Chair  
51 W. Cameron Bridge Rd.  
Bozeman, MT 59718

Or

[pastormorie@bresnan.net](mailto:pastormorie@bresnan.net)