



Job Description

Job Title: Service Team Coordinator

Objectives:

1. Design and implement a mentoring program for Service Team students.
2. Coordinate daily maintenance needs for Mink Lake Wilderness Camp (MLWC).
3. Design and implement service opportunities for Service Team members and outside volunteer groups.

Structure of Position:

1. Seasonal - late May-early August
2. Wages - \$200 per week

Organizational Structure:

Executive Director-CF
Director of Operations-CF
Mink Lake Wilderness Camp On-site Supervisor

Direct Supervisor: Mink Lake Wilderness Camp On-site supervisor

Supervisory Responsibilities: Service Team Members

Location: Mink Lake Wilderness Camp, Grand Marais, MN

Hours of work:

As needed, typically 7:00am-4:00pm daily. Hours will vary depending on activities and programs taking place; weekend work as necessary. Hours flexible given other commitments and program requirements.

Requirements:

Minimum age- college upperclassman, college graduate preferred.

Job Responsibilities:

1. Design and implement a relational-based mentoring program for Service Team students.
 - *Plan and lead weekly Bible study/book discussions with Service Team
 - *Schedule weekly one-on-one meetings with team members
 - *Co-lead a one week wilderness trip with team members

- *Assist team members in identifying personal growth goals for their summer experience and keep team members accountable to reach these goals
 - *Organize and lead weekly off-site adventure trips for team members
 - *Design and lead a debriefing retreat for team members upon completion of summer program
2. Coordinate daily maintenance needs for Mink Lake Wilderness Camp.
 - *Coordinate with Director of Operations and On-Site supervisor to identify needed maintenance projects or activities
 - *Be familiar with MLWC grounds and general maintenance protocol
 - *Coordinate with Foodservice Director to determine needs, support and partnership in delivering quality foodservice and clean-up of facility
 - *Provide direct supervision of team members for maintenance projects
 3. Coordinate and implement service opportunities for Service Team members and volunteer groups serving at MLWC.
 - *Oversee individual team members as they identify a personal service project at MLWC, assist them in planning and implementation phase; provide guidance during project duration
 - *Assist CF Director of Operations to coordinate volunteer group service projects at MLWC
 - *Serve as host and guide for volunteer groups as needed
 4. Maintain a social media presence that clearly articulates and advertises the mission and programs of the Coldwater Foundation.
 5. Participate in a week-long staff wilderness trip.
 6. Attend scheduled staff meetings and trainings as available.
 7. Fundraising for Coldwater Foundation and self, as appropriate.
 8. Represent Coldwater Foundation externally as available.
 9. Ancillary responsibilities as designated by the MLWC On-site supervisor.

Application information can be found on the Coldwater Foundation website, www.coldwaterfoundation.org under the “Work with Coldwater” link.