



Engagement Coordinator

Member of the Administration Team; Reports to Administrative Director

Camp Bighorn is an outdoor adventure camp that seeks to embody the love of Jesus and develop Christ-honoring leaders. Bighorn's core values are based on Matthew 22:37-39, which include loving God and loving others. The Engagement Coordinator will help bridge the gap between Camp Bighorn and those outside the organization—volunteers, guests, and the surrounding community. This role will coordinate volunteer involvement, oversee guest registration, and help implement local outreach initiatives. Working closely with the Administrative Director and Bighorn Staff, the Engagement Coordinator will discern needs, facilitate meaningful experiences, and ensure that guests and volunteers are welcomed into the mission of Bighorn.

Required Qualifications & Skills:

- Integrity & Confidentiality
- Flexibility & Willingness to Learn
- Hospitality, Warmth, & Responsiveness
- Organization & Attentiveness to Detail
- Collaboration & Follow-through
- Articulate Communication, Written & Verbal
- Computer experience (Office & Google Drive)

Preferred Qualifications & Skills:

- Prior experience with CampBrain
- 1-3 years experience in camp ministry and/or local outreach
- 1-3 years office experience

Responsibilities:

- Determine local outreach opportunities and implement in coordination with Bighorn Staff
- Monitor Bighorn's Volunteer needs, manage the volunteer database, and onboard volunteers
- Manage Bighorn's guest registration and data updates in CampBrain
- Relay pertinent information to community members, volunteers, and guests
- Communicate with Bighorn Staff regarding local outreach, volunteer information, and guest registration
- Oversee the arrival and departure of guests and volunteers
- Answer office phone calls, field and direct questions
- Prepare and issue guest contracts
- Assist with Bighorn promotional materials, mailings, and guest paperwork
- Liaise with guests and volunteers actively onsite
- Provide support to other Branches, as needed

General Camp Bighorn Responsibilities

As a member of the Bighorn Community you will be expected to:

- Engage in regular spiritual habits and practices (e.g. Scripture reading, prayer, journaling, etc)
- Participate in weekly staff meetings, scheduled training, and occasional staff retreats
- Invest in relationships with staff, guests, volunteers, students, and interns by dedicating intentional time, offering encouragement, and being available for support and guidance
- Provide top tier hospitality in welcoming guests
- Maintain a clean, professional appearance onsite at Camp Bighorn
- Participate in Turnaround, dishes, kitchen help, retreat hosting, and programming
- Drive a 15-passenger van for programmed events, as needed.
- Raise the required salary by seeking out churches, organizations, and individuals who are willing to partner with you in ministry (resources, training, and networking support are available).
- Other duties as assigned
- Submit to the leadership of the Executive and Administrative Directors, actively supporting and following guidance while maintaining open communication.

Time: Full-time, Year-round | Salary: Must raise full support | Category: Administrative Staff