



Job Posting

Contact: Dina Wetters

dwetters@springhillcamps.com

Position Title: MI Communications Coordinator/Assistant to MI Vice President
Reports to: Director and Vice President, SpringHill MI
Status: Full time, Salaried
Job Location: Ewart, MI
Job Available: Winter 2010

Qualifications:

- Proven track record in project management or event planning
- Minimum of 2 years experience in administration support or related positions
- Ability to interact with persons showing an interest in partnering with SpringHill through gifts of financial donations, materials, services, and labor
- Proficient in Microsoft Office applications
- Exceptional oral and written communication skills
- Experience in Development/Fundraising preferred
- Proficiency in Database Management preferred

Job Functions:

- Serve as registration support for major donors.
- Compose, format, edit and deliver invitations for events both on and off property.
- Coordinate interaction of Michigan camp leaders with donors and other SpringHill Ambassadors.
- Provide administrative and clerical support to Michigan department director.
- Manage use of Founder's House.
- Coordinate planning for fundraising events.
- Coordinate the IMPACT program with summer staff participants.
- Assist in planning summer staff parent/family weekends.

About SpringHill Camps:

SpringHill Camps is a Christian non-denominational camp with locations in Ewart, Michigan, Seymour, Indiana, and summer Day Camps in major metropolitan areas in Michigan and Indiana. As we experience growth in our ministry, we are seeking people who can bring experience, knowledge, energy, and a passion for Jesus to key roles in reaching kids for Christ.

Our purpose is to present the life-changing message of Jesus Christ to children, teens and young adults and to be his agent of change. We see this fulfilled through our mission, which is to change the life of a child by creating environments and developing communities in which they experience Jesus Christ within the context of personal loving relationships and memorable learning experiences.

In addition to the mission, *SpringHill* holds a number of values that influence the way we think and do ministry. We are about Jesus and his message of grace, hope and love. We are committed to the spiritual and personal growth of children, teens, and young adults. We possess a passionate commitment to be relevant. This translates into the integration of faith and fun, diversity in programming and a resolve to meet and engage every child at their level of maturity and development. We are committed to only do ministry in the context of personal loving and caring relationships. This is why we expend a great deal of time and energy finding, developing, and retaining people who relate to others in such a manner. We also offer a competitive salary and comprehensive benefit package for our staff to meet their personal needs while serving in vital ministry roles. In addition, we are committed to exceed expectations and provide exceptional experience, service and value to our guests. We are always learning and growing, and as a result of this, change is a part of our fabric.