



3542 SUMMER PROGRAMS COORDINATOR

Policy Type: Human Resources Manual
Applies To: All Volunteers, Parents and Staff
Approved By: HOS
Policy Reviewed: every 2 years
Adopted: 04 2022
Revisions 04 2025

At Langley Christian School, our summer programs are more than childcare or activities — they are an extension of our mission to nurture Christ-centered leaders who live purposefully, love others deeply, and grow in character and faith.

The Summer Program Coordinator plays a pivotal role in creating transformational opportunities for children and youth to experience belonging, spiritual growth, and joyful learning during the summer months. Beyond planning engaging camps and activities, the Coordinator intentionally designs programs that equip older students to serve, lead, and mentor others. Through the development of leadership pipelines for middle school, high school, and alumni volunteers, the Summer Program Coordinator fosters a culture where students learn to lead with humility, courage, and compassion, rooted in their identity in Christ.

The Coordinator ensures that all programs align with LCS's educational, spiritual, and community goals, serving over 400 campers and empowering more than 100 staff and volunteers each summer. By providing rich experiences of service and leadership, the Summer Program Coordinator helps Langley Christian School extend its impact beyond the traditional school year — building the next generation of Christian leaders.

REPORTING TO: Head of School, Director of Finance

1. GENERAL DUTIES AND RESPONSIBILITIES:

- (a) Uphold all policies of the LCS Board and Community standards.
- (b) Intentionally pray with and disciple students, and model a rich Christian faith in the community.
- (c) Uphold Professional Standards for BC Educators and the 3101 Employee Conduct Standards.
- (d) Participate in campus-wide and individual self-directed professional development planning as guided by School-wide K-12 Action Plans and the LCS Board Strategic Plan.
- (e) Supervision and additional duties as assigned by the principal as necessary for maintenance of the learning, safety and wellbeing of students and staff.
- (f) Establish strong, respectful and supportive relationships with students, staff and parents.

2. PROGRAM DEVELOPMENT AND PLANNING

- (a) Design, develop, and implement a dynamic, Christ-centered summer curriculum, incorporating chapel, devotional times, wide games, creative arts, sports, and service projects.
- (b) Plan programs that intentionally engage the whole child — spiritually, cognitively, physically, emotionally, and socially — and promote the LCS learner attributes.
- (c) Create learning and leadership pathways for middle and high school student volunteers, ensuring progressive leadership opportunities based on age and maturity.
- (d) Embed service learning and peer mentorship opportunities within the summer programs to develop relational and leadership skills in student volunteers.

3. STAFF AND VOLUNTEER RECRUITMENT AND TRAINING

- (a) Recruit, train, and mentor a team of summer staff and volunteers, including middle school, high school, and alumni leaders.
- (b) Develop and deliver leadership training that equips volunteers and junior staff with skills in mentoring, child engagement, teamwork, and conflict resolution.
- (c) Foster a team culture that models servant leadership, professionalism, joy, and Christ-like care for others.
- (d) Conduct staff evaluations and leadership reflections to support continuous growth and development.

4. OPERATIONS AND ADMINISTRATION

- (a) Manage all operational logistics, including camper registration, health and safety protocols, scheduling, and resource planning.
- (b) Maintain accurate records of attendance, incidents, student leadership involvement, and program outcomes.
- (c) Oversee risk management planning and ensure compliance with all school, legal, and licensing requirements for summer programs.
- (d) Coordinate facility usage and readiness in collaboration with the Operations Team.

5. COMMUNITY ENGAGEMENT

- (a) Communicate regularly and professionally with parents, guardians, and the broader community about program offerings, updates, and successes.
- (b) Promote the summer program internally and externally to support maximum participation and strengthen community ties.
- (c) Build and maintain partnerships with local organizations to enhance programming, outreach, and service opportunities.

6. PROGRAM EVALUATION AND GROWTH

- (a) Collect feedback from students, parents, and staff to evaluate program effectiveness and inform future program development.
- (b) Prepare end-of-summer reports highlighting successes, leadership development outcomes, and areas for continued improvement.
- (c) Stay current on best practices in Christian leadership development, summer program innovation, and student engagement strategies.

RELATED POLICIES:

[2530 SUMMER LEARNING PROGRAM](#)

Reviewed: 04 2025