

TnT Coordinator Job Description

Updated May 12th, 2025

MARANATHA'S PURPOSE: Mission - To glorify God by introducing people to Jesus as Savior, training them in Christian living, and sending them out to represent Christ to the world. Vision- Changed Lives. Motto- Get away, quiet down, hear God speak, make life-changing decisions.

JOB PURPOSE: To serve the campers in a positive environment we create at Maranatha Camp & Retreat Center and support fellow staff in this purpose. As a result, many will hear God speak and make decisions about salvation, discipleship and Christian service.

JOB SUMMARY: The Teens In Training Program encompasses a large variety of life skills and discipleship activities. This includes; Kitchen and guest services work, Bible Studies, fun outings, devotional times, one-on-one mentoring, and cabin times. In every activity, we want to incorporate Biblical truths that can benefit young people in their faith. The schedule varies week by week based on the group size and the needs of camp. This position is to coordinate and lead this program, and its staff and participants. More Info: <https://maranathacamp.org/serve/tnt/>

ORGANIZATIONAL RELATIONSHIP: Reports to Program Manager or Executive Director. Stays in communication with the Summer Staff Coordinators, as well as department leaders that the TnT participants assist, and TnT Parents.

RESPONSIBILITIES:

- **Recruit-** the TnT students and leaders
- **Applications-** Process TnT applications, and maintain communication with applicants and their parents
- **Make Acceptance Decisions-** On whether or not to admit TnT applicants into the program
- **Plan Program-** Prepare bible studies, tools, plans, people, and activities to make up the content of non-work hours, focused on building relationships, spiritual growth, and healthy rest time
- **Maintain Records-** Using documents and registration software, maintain accurate records on TnT students
- **Coordinate Schedules-** Keep in contact with managers (Scheduler, Summer Staff, Kitchen, Accommodations, Rec, Retail) on TnT enrollment numbers and plans for coverage of different areas during work-hours portion. Limit TnT work hours according to age regulations.
- **Supervise and Facilitate-** the TnT program, students, and leaders. Assume responsibility over all onsite and offsite TnT activities, and appropriately prioritize safety
- **Disciple-** TnT leaders and students, drawing out and challenging to deeper spiritual maturity
- **Accountability and Enforcement-** Communicate TnT program rules and guidelines and conduce disciplinary actions when necessary
- **Budget-** Keep to the TnT budget, and maintain required records and tracking. In consecutive years, be available to give input into the budget-making process.

WORK SCHEDULE COMMITMENT:

Summer Camp Season - 6 days/week. As the TnT Coordinator, you are responsible for arranging your day off by having leaders cover for you, as well as making sure they have a day off as well. May 16 - August 15

Retreat Season — Hours vary from 3-12 per week in this season of recruiting, applications, planning, and occasional help with MBC events. August 16 - May 15

Description — This position requires working during non-business hours and weekends during events. When not working events, the schedule follows a flexible regular business workweek under the discretion of the supervisor.

QUALIFICATIONS

- Willing to Wholeheartedly Move with our Staff Values
 - Develop Disciples and Servant-Leaders

- Be Ready to Share the Message
- Extravagantly Serve
- Be Adaptable and Eager
- Deep and abiding love for teens and their growth
- Youth ministry background
- Good work ethic and professionalism in appearance, speech, and job skills
- Ability to be available long hours while responsible for students work, training, and rest, and able to let go of concerns when they are not necessary to handle at the time, so as not to burn out
- Willing and cheerful support of and teamwork with fellow Maranatha Staff
- Customer service skills and hospitality-mindedness
- Able to use management & prioritization skills once familiar with position
- Emotional and Spiritual Health
- Completes tasks in a time-efficient manner, communicating through the process
- Be a proactive self-starter (know what needs to be done and complete it without being asked)
- Ask questions when you don't know the answer, taking the time to pause and gain clarity

THE STAFF MANUAL outlines further details regarding relationships and working arrangements.

For the purpose of this agreement, the following benefits are restated: Summer Season (May 16 - August 15) monthly salary of \$1,150, lodging, and utilities. Retreat Season (August 16 - May 15) - hourly wage of \$15/hr, with a max of 12 hours per week. Meals offered year-round when available in the dining hall for guest/staff events.

COMMITMENT: I have read, understood and agreed to the above job description. I have read the staff manual, including the objectives, ministry and doctrinal statements and agree with them. I agree to live by the policies and standards outlined in the staff manual.

Employee Signature (print) _____ Date _____

Employee Signature (sign) _____ Date _____

Executive Director Signature (sign) _____ Date _____

CONTACT AND APPLICATION INFORMATION

Ready to apply? Visit the webpage below to find our application, if available

Summer Ministry Team Positions - maranathacamp.org/smt

Year-Round Ministry Positions - maranathacamp.org/year-round-careers

Questions? Reach out to the supervisor or hiring team for this position:

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General Contact Information

Maranatha Bible Camp, Inc

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