# Placement Coordinator

**Purpose**: The purpose of the Placement Coordinator is to oversee the efforts of team member placement by maintaining applicant tracking database, screening and selecting applicants for summer and winter placements, recommending candidates to employers, and providing overall support to the program.

**Requirements for all positions at ACMNP include:**

Demonstrated excellence in verbal and written communication

Strong interpersonal skills

Excellent organizational and time-management skills

Self motivated and ability to work in fast-paced team environment where multi-tasking is the norm

Proficiency in computers including Microsoft Office programs

A love and deep commitment to the ACMNP mission

A love of the national parks

**Key Responsibility Areas:**

1. **Interview and screen applicants for summer and winter opportunities.**
2. **Respond to inquiries by email and phone from interested candidates.**
3. **Provide information about specific park locations to those considering a placement opportunity.**
4. **Identify and form ACMNP teams for each national park site considering the needs of ministry teams and park locations.**
5. **Recommend ACMNP team members to concessionaires for employment in the park where they are designated to serve.**
6. **Cultivate and maintain positive working relationships with concessionaires in order to facilitate placement of ACMNP recommendations.**
7. **Assist with team member correspondence prior to arrival in designated park location.**
8. **Maintain statistics in order to facilitate on-going learning for effective ministry, including season end reviews of team members by concessionaires and their HR staff.**
9. **Research new possibilities and opportunities for future ACMNP ministry teams to serve in.**
10. **Serve as a contributing member of the ACMNP staff team with a heart for the entire ministry.**

**Skills and Qualifications:**

* Personal faith in Christ Jesus that can be expressed in an engaging manner via public speaking, leading small groups and in one on one conversation.
* Personal integrity, sensitivity and caring that inspires confidence in our constituencies with the ability to maintain strict confidentiality.
* Excellent telephone and interpersonal skills.
* Goal oriented.
* Proven track record in managing complex multi-faceted projects.
* Proven track record of managing volunteers and employees in a variety of settings.
* Ability to articulate and implement strategies for effectively screening ACMNP personnel.
* Conversant with the breadth of Christian traditions and comfortable working cooperatively in interdenominational settings.
* Ability to relocate to Denver, and to travel.

**This position reports directly to the Director of Placement & Communications and will be responsible for achieving annual goals developed in collaboration with the Co-Executive Directors of ACMNP.**