

| Manitoqua Ministries Summer Job Description | |
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| Department: | Summer Staff |
| Job Title: | Day Camp Coordinator |
| Reports Directly To: | Day Camp Supervisor |
| Position Summary Day Camp Coordinators are responsible for leading a group of 18-45 campers in a specific age bracket for 10 weeks. Coordinators are also responsible for clear communication with camper families. | |
| Qualifications: <ul style="list-style-type: none"> • Ability to care for, love, teach, and work with children in a camp setting • Actively pursuing personal Christian growth • Has a teachable spirit open to new idea • Skills in interpersonal relationships, communication, and supervision • Strong desire to love and work with children and staff in the camping environment • First Aid and CPR certified • Age 19 years or older | |
| Responsibilities and Expectations <ul style="list-style-type: none"> • Attend coordinator and staff orientation • Reside in assigned staff housing • Oversee day camp groups by age bracket <ol style="list-style-type: none"> a. Communicate with clear understanding the purpose and expectations of the day camp program and group to staff, campers, and families b. Practice good behavior management within the guidelines and structure established in the day camp program c. Communicate well with parents as they drop off and pick up their child d. Work alongside staff and day camp supervisors to implement daily programming e. Report all needs and requests in a timely fashion to the day camp supervisors • Supervise counseling staff <ol style="list-style-type: none"> a. Assist in training for day camp b. Delegate responsibilities to staff c. Lead and attend all program planning meetings d. Encourage ongoing evaluation of staff in day camp group • Oversee SAMs in day camp group • Welcome all campers upon their arrival • Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills) • Be prepared with the necessary materials for each day • Help generate ideas and develop programs | |

- Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
- Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
- Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
- Help develop a family and greater community environment with in day camp groups including good behavior management practices
- Be an advocate for community with staff
- Be able to share the gospel with anyone and seek opportunities to do so
- Be committed to the study of God's word and prayer for campers and staff
- Be present at REZ camp opening ceremonies Mondays at 7pm
- Work at least two night activities for REZ over the course of the summer
- Attend one SAMs welcome on a Monday night at 10pm
- Attend all program meetings
- Attend the all staff debriefs on Friday afternoons at 5pm
- Attend the all staff prebriefs on Sunday afternoons at 4:45pm for announcements, dinner, small groups, and worship
- Attend the Staff Retreat and Staff Party
- Work (2) "Work Weekend" shifts during the summer
- Present a full evaluation of personal performance and camp operations at the close of summer
- Perform other duties as requested by the Program Coordinator
- Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual