

Manitoqua Ministries

Summer Job Description

Department: Summer Staff

Job Title: Out Trip Coordinator

Reports Directly To: Program Coordinator

Position Summary

Outtrip Coordinators are responsible for leading a group of 12-24 jr. high and high school campers in weekly offsite camping programs or onsite encounter camps.

Qualifications:

- Actively pursuing personal Christian growth
- Ability to care for, love, teach, and work with children in a camp setting
- Actively pursuing personal Christian growth
- Camping experience helpful
- Decision making skills
- Has a teachable spirit open to new ideas
- 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

- Attend coordinator and staff orientation
- Reside in assigned staff housing when not working in offsite camping programs
- Plan and implement offsite King's Camp program
- Implement Encounter camps
- Guide and support counseling staff working with each program
- Prepare and equip campers with skills necessary for outdoor camping
- Lead and facilitate devotions, cooking sessions, activities, and all other recreational activities
- Be responsible for all vehicle preparation for offsite trips:
 - a. Pre-trip inspection
 - b. General maintenance
 - c. Vehicle logs
 - d. Gas before, during, and after trips
- 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 within 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
- Work one early stay (7:15 am) and one late stay (until 6 pm) each week (when in day camp)
- Be present at REZ camp opening ceremonies Mondays at 7pm (when onsite)
- 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