

## Manitoqua Ministries

### Summer Job Description

**Department:** Summer Staff

**Job Title:** Pre-K Staff

**Reports Directly To:** Pre-K Day Camp Coordinator

### Position Summary

Pre-K Staff are responsible for leading a group of Pre-K campers for a full day camping program. This position includes planning, implementing, and direction of purposeful activities appropriate for this age group.

### Qualifications:

- 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 ideas
- Strong desire to love and work with children and staff in the camping environment
- Age 18 years or older

### Responsibilities and Expectations

- Attend staff orientation
- Reside in assigned staff housing
- Be able to present concepts, activities, and discipline to campers in an age appropriate manner at all times
- 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 specific to the Pre-K Program in conjunction with the Pre-K Coordinator
- 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

- Work one early stay (7:15 am) and one late stay (until 6 pm) each week
- Be present at REZ camp opening ceremonies Mondays at 7pm
- Serve as a prayer partner for REZ as needed
- 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