

Manitoqua Ministries

Summer Job Description

Department: Summer Staff

Job Title: Summer Office Coordinator

Reports Directly To: Program Coordinator

Position Summary

Responsible for the summer camp program office needs. Also responsible for assisting with the registration process and overseeing the before and after camp care program.

Qualifications:

- Ability to care for, love, teach, and work with children in a camp setting
- Actively pursuing personal Christian growth
- Experience in office setting and computer skills and/or background preferred
- 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

Responsibilities and Expectations

- Attend coordinator and staff orientation
- Reside in assigned staff housing
- Compile and mail out prayer partner information
- Assist with summer data entry and reports
- Assist with Day Camp and Rez Camp check-ins
- Manage summer office needs
 - a. Assist with the printing of weekly newsletters
 - b. Assist with printing of summer reports
 - c. Sort summer staff mail
 - d. Organize 'Work Weekends'
- Manage Summer Program Budgets
 - a. take inventory of bulk summer supplies and report needs to supervisors
- Manage the before and after camp care program including camper balances and communication
 - a. Input attendance and payment information from early/late stay into campwise
- Print camper e-mails daily
- Assist with early pick-ups or late drop-offs of campers
- 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

- 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
- Attend one SAMs welcome on a Monday night at 10pm
- 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