

# Camp Fontanelle

## Day Camp Coordinator

### **JOB DESCRIPTION DAY CAMP COORDINATOR (Summer Position)**

The Day Camp Coordinator shall minister by overseeing and serving the needs of the Camp Fontanelle Day Camp program. The Day Camp staff will be assigned weekly, by the Program Director, from our residential camp staff, and will be coordinated by this position.

This position shall coordinate, plan, and direct the program. The coordinator will provide oversight to camp staff working within our Day Camp program, and serve under the direction of the Program Director.

Duties will include helping to implement a daily program that will include camp activities, meal times, as well as helping to coordinate the spiritual components of the program. The Coordinator will have access to resources and curriculum materials. In addition, Day Camp themes have been provided mirroring the residential weekly camp themes. The Day Camp Coordinator will work along side 3-4 staff members. There may also be a need for this position to help with pick up and drop off as a backup to our drivers. The coordinator must be able to participate in staff training and be involved in the program from June 1 – August 7. Some of the responsibilities included but are not limited to:

#### **A. Pre Camp Responsibilities**

1. Prior to staff training become fluent in summer camp Bible Study Curriculum.
2. Create a daily schedule and weekly plan in consultation with the Program Director
3. Attend staff training and prepare, assist in the training for the Day Camp

#### **B. During each week of Day Camp**

1. Oversee planning and implementation of Day Camp
2. Secure all needed supplies: a) Curriculum b) Arts and crafts c) Recreation
3. Lead daily debriefing with Day Camp staff
4. Communicate needs or concerns to the Program Director
5. Coordinate Day Camp Staff and schedules
6. Work with the Video Team to create an end of the summer slide show for Day Camp
7. Think ahead, plan and prepare for upcoming activities and themes
8. Work directly with kids and staff to help lead activities

#### **Requirements / Essential Functions:**

1. Possess integrity, sound judgment, poise and a mature sense of humor.
2. Be experienced in leadership of children and youth and able to relate to their unique developmental stage(s) in life with genuine love, care, respect and guidance
3. Have successful experience in working with volunteers.
4. Be enthusiastic and thorough in leading and teaching skills.
5. Possess excellent organizational, communication and people skills.
6. Available pre-summer for preparation
7. Possess a valid driver's license and clean driving history.
8. Be at least 25 years of age
9. Be Safe Gatherings Approved/Certified

**Responsibilities and Duties Common to all Staff:**

1. To be a practicing Christian who seeks to follow Christ in her/his daily living and in interaction with other staff and guests (campers, parents, volunteer staff, user groups).
2. To be willing to place the needs of the camp and its campers above personal desires.
3. To exemplify a general attitude of helpfulness to other staff and volunteers, campers, parents, and user groups.
4. To give assistance in any phase of the ongoing operation of the camp when need warrants and when assigned by the Program Director
5. To exhibit an acceptance of all people no matter their race, religion, national origin, or gender, and to possess the ability to work with those with whom you may not fully agree.
6. To have the health and stamina to perform in a high energy environment.
7. To joyfully give 100% effort to the job, understanding that it is all encompassing, requires far more than 40 hours per week, and to be mindful that its rewards far outweigh any inconvenience it may cause.
8. Demonstrate servant leadership and model

**Benefits:**

1. Salary and paid training (Salary \$3,500 for the summer)
2. Room and Board (to be utilized how the coordinator desires)
3. Flexibility in the evenings and weekends
4. 3-5 sick/personal days during the season

Signature: \_\_\_\_\_ Date: \_\_\_\_\_