



Position: Day Camp Coordinator

Department: Canby Grove Camps (Program Department)

Description: Responsible for planning, organizing, coordinating and leading camp games and special events in a team approach, for giving leadership to the events crew, and assisting with the different camp activities. Bring your past experiences and new ideas and be ready to put them in action. Must have substantial camp or youth ministry and leadership experience, creativity and contagious enthusiasm, excellent communication skills, and a good understanding of event planning. Must be comfortable with being up front and leading events.

Areas of Responsibility

In this vital leadership role you will work closely with the Program Director and Program Specialist and the leadership team in the preparation and implementation of the Canby Grove Day Camp and Family Camp.

Day Camp (for 1st-5th grade, approx 100 campers per camp)

- Develop, lead, and oversee Camp Games and Special Events.
- Develop special week themes and include games that relate to the theme
- Order and buy needed supplies within the budget set for the program
- Shared responsibility for Camp Activities, i.e. Fishing Pond, Archery, Beach Site, BMX bikes, Petting Zoo etc.
- Assure smooth operation of the pick-up & drop-off program by delegating responsibilities and keeping activities and toys well maintained
- Assist with the overall success of the program

Family Camp

- Lead Kids Club, elementary age program in morning and evening (use Day Camp curriculum and games)
- Develop memory verse reward program for elementary age campers
- Afternoon Activities and tournaments: involved in some capacity whether leading or overseeing

Events Crew

- Leader of the Events Crew providing them with the leadership and support they will need to succeed. As the leader of the events crew you will be able to use this team to accomplish your responsibilities. You will also be supported by the Director of Ministry Development and Program Specialist.

Other

- Leadership Team – have a role in leading other core staff, while modeling servant leadership
- Rock assistant and possibly Lifeguard Trained – if you successfully pass the training and are needed you will take part in some lifeguarding and rock assistant responsibilities throughout the summer.
- Advanced Crew: includes Events Coordinator preparation, program preparation projects and physical work projects that will overall enhance and improve the camp programs.
- Mid-Summer Staff Retreat
- Leadership Team Retreat (May 29-June 1)

Requirements

- Growing and mature relationship with Jesus Christ
- Possess a valid CPR/1st Aid certification before the season starts
- Past Leadership Experience and Demonstrated leadership skills
- Love for Camp Ministry
- Love for Children and youth
- Servants Heart
- Strong communication skills
- Creative & Energetic person
- A person who can take initiative
- Enjoys working in a team environment
- Past camp or programming experience is preferred

Parameters of the job:

- May 12th to Aug 19^h, 2008
- Guaranteed \$2300 plus support raising option (\$3000 above regular paycheck)
- Room and board included
- Hours and Time off vary depending on the different programs

Returning Summer Staff: We want to appreciate your hard work and devotion to Canby Grove, so add \$100 on to your summer salary.

Accountability and Support: Director of Ministry Development & Program Specialist