



KIDS CAMP COORDINATOR

Job Description

QUALIFICATIONS AND REQUIREMENTS

- 18 years or older
- Background in Childcare (Required)
- CPR/First Aid Certified (Preferred)
- Responsible/Reliable
- Servant Leader

CHAIN OF COMMUNICATION

- Report to the Camp Director, Nurse and Hospitality Directors.
- Collaborate with Kids Camp Leader.
- Communicate well with camper's parents after each session.

PRE-CAMP RESPONSIBILITIES

- Complete and turn in Youth Protection Training and W9 forms to Hospitality Director before the first week of camp you are working.
- Be present at necessary staff trainings & conference calls.
- Prepare yourself spiritually, mentally, and physically.
- Communicate with Hospitality Director to camp regarding equipment needs.
- Communicate with Nurse and Parents with medical needs.
- Prepare each lesson for the week.
- Familiarize yourself with property layout and where your sessions will take place.

CAMP RESPONSIBILITIES

- Be present at staff devotionals in the morning.
- Provide 2-3 sessions per day.
- Be present and ready to assist with camp needs when off from Kids Camp.
- Communicate with Campers Parents about pickup times.

POST-CAMP RESPONSIBILITIES

- **Debrief with your Kids Camp Team**
- **Gather and pack up all equipment**
- **Turn in Folder to Hospitality Director**
- **Help with camp clean up**
- **Complete Staff Evaluation**