



TRIBAL LEADER COORDINATOR

Job Description

QUALIFICATIONS AND REQUIREMENTS

- Be the hands and feet of Jesus!
- Stay in prayer as you guide Tribal Leaders, pushing them to seek wisdom and discernment.
- Work with the Camp Director on camper and staff issues.
- Be organized & intentional to be present for your Tribal Leaders.
- Be willing to jump in where you are needed with a positive attitude.
- Be willing to build strong relationships with Staff and Campers.
- TLC will step in to assist the TL's with campers if needed relating to discipline issues or struggling campers.

CHAIN OF COMMUNICATION

- Report to Camp Director.
- Collaborate with auxiliary staff as needed.
- Communicate well with all Tribal Leaders and Campers.

PRE-CAMP RESPONSIBILITIES

- Complete and turn in Youth Protection Training and W9 Form before the first week of camp you are working
- Conference calls with leadership to establish expectations and explain flow of camp.
- Contact all Tribal Leaders to introduce yourself, encourage, get to know & pray with them.
- Go over Tribal Leader Tip Sheet and Roles in Daily Schedule Sheet, Cabin Rules, etc.
- Approve Cabin names - get second set of eyes on this from the CD

- **Be aware of and communicate any special needs regarding staff or camper allergies and meds (collaborate with Nurse & Hospitality Director)**
- **Explain Cabin Devotional Time, Cabin cleanliness, and any extra information given by the CD.**
- **Explain the “COWI Award” and “I Am Third” Award to the TLs for them to keep an eye out for.**
- **Check cabins for cleanliness, toilets are clear, and there is enough beds for the estimated campers, TL’s staying in that cabin**

CAMP RESPONSIBILITIES

- **Any issues regarding TLs/Campers must be brought to the CD/DOC’s attention before any final decisions are made. *Any communication with parents must be done by the CD/DOC**
- **Create an environment of excitement leading up to camper arrival. Oversee Tribal Leaders during camper arrival and put out any fires.**
- **At Lights Out, collect updated cabin lists from cabins and assist with any TL or camper need (i.e. Meds, pillows, blankets, missing luggage).**
- **Constant communication with Tribal Leaders on camper management and relationship building. Pray for and with Tribal Leaders if needed.**
- **Coordinate and lead the TL’s in a devo to encourage them and hear how they are feeling and make note of prayer requests. Allow each cabin time to share what’s been happening with their campers. (WAR ROOM)**

POST-CAMP RESPONSIBILITIES

- **Debrief with TLs.**
- **Gather and pack up all equipment.**
- **Help with camp clean up.**
- **Complete Staff Evaluation.**