8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319

Day Camp Coordinator Job Description

Department: Summer Staff Program

Reports to: Day Camp Supervisor

Type of Position: Full-time, Seasonal, 40+ hrs/week

General Description: Day Camp Coordinators are responsible for leading a group of campers in a specific age bracket for 10 weeks. Coordinators are also responsible for clear communication with camper families.

Wages and Benefits: https://cpmfiles1.com/manitoqua.org/2027-wages-benefits-posting.pdf

Qualifications

Personal:

1. Vibrant relationship with Jesus Christ
2. Committed to the authoritative Word of God
3. Passionate for facilitating ministries that change lives
4. Devoted to furthering the vision and mission of Manitoqua Ministries
5. An active member in good standing in a church of Jesus Christ

Character:

1. Ability to care for, love, teach and work with children in a camp setting
2. Actively pursuing personal Christian growth
3. Has a teachable spirit and is open to new ideas
4. Skills in interpersonal relationships, communication, and supervision
5. First Aid and CPR certified
6. Age 19 years or older

Duties and Responsibilities

Training

1. Attend coordinator and staff orientation
2. Reside in assigned staff housing

Staff Expectations

1. Welcome all campers upon their arrival
2. Be prepared with the necessary materials for each day
3. Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)

4. Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
5. Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
6. Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
7. Attend the all staff debriefs on Friday afternoons at 5pm
8. Attend the all staff pre-briefs on Sunday evenings at 6pm for announcements, small groups, and worship at 7pm
9. Attend the Staff Retreat and Staff Party
10. Work (2) "Friday Reset" shifts during the summer
11. Present a full evaluation of personal performance and camp operations at the close of summer
12. Perform other duties as requested by the Program Coordinator
13. Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual

Role Specific Responsibilities

1. Oversee a day camp group within a specific age bracket
    i. Communicate with clear understanding the purpose and expectations of the day camp group to staff, campers, and families
    ii. Practice good behavior management within the guidelines and structure established in the Summer Staff Manual
    iii. Communicate well with parents as they drop off and pick up their child
    iv. Work alongside staff and day camp supervisors to implement daily programming
    v. Report all needs and requests in a timely fashion to the day camp supervisors
    vi. Manage attendance, behavioral, and medical concerns for campers within the shelter in collaboration with nursing and office staff.
2. Supervise counseling staff
    i. Assist in training for day camp counselors
    ii. Delegate responsibilities to staff
    iii. Lead and attend all program planning meetings
    iv. Encourage ongoing evaluation of staff in day camp group
    v. Oversee SAMs in day camp group
    vi. Be willing to prayer partner as requested by Rotational staff