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

REZ Camp Supervisor Job Description

Department: Summer Staff Program

Reports to: Program Coordinator

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

General Description: REZ Camp Supervisors are responsible for overseeing and developing the REZ camp program, as well as campers and staff. Supervisors 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. Strong desire and ability to care for, love, teach, and work with children and staff in a camp setting
2. Actively pursuing personal Christian growth
3. Has a teachable spirit open to new ideas
4. Skills in interpersonal relationships, communication, and supervision
5. Previous camping experience preferred
6. First Aid and CPR certified
7. Age 20 years or older
8. Holds a valid United States driver's license

Duties and Responsibilities

Training

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

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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. Lead (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, their mission, purpose, guidelines, and policies as outlined in the staff manual

Role Specific Responsibilities

1. Oversee the REZ camp program
    i. Communicate with clear understanding, the purpose and expectations of the REZ camp program to staff, campers, and families
    ii. Practice good behavior management within the guidelines and structure established in the REZ camp program
    iii. Collaborate with Chaplain, camp staff, and Adventure Zone Staff to implement daily programming
    iv. Assist at camper check-in and at parent debrief each Friday
    v. Oversee night patrol for quiet time and lights out
    vi. Manage the care and purchasing of materials and supplies
    vii. Manage the REZ camp budget as established by Manitoqua Ministries

viii. Report all needs and requests in a timely fashion to the Program Coordinator

2. Supervise Rotational Staff
    i. Assist in training for Rotational staff
    ii. Delegate responsibilities to staff
    iii. Lead rotational staff in implementing the REZ program
    iv. Lead and attend all program planning meetings
    v. Attend weekly program meetings with supervisory staff and Program Coordinator
    vi. Lead or assist in leading programs on weekends as requested by the Program Coordinator