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

Summer Office Coordinator

Department: Summer Staff

Reports to: Program Coordinator

General Description: Responsible for the summer camp program office needs, assisting with program needs, and overseeing the before and after camp care program.

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. Proficient computer skills and experience in office setting preferred
4. Has a teachable spirit and is open to new ideas
5. Skills in interpersonal relationships, communication, and supervision
6. Age 18 years or older
7. Holds a valid United States driver's license

Duties and Responsibilities

Training

1. Attend coordinator and all 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. Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
4. Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
5. Attend the all staff pre-briefs on Sunday evenings at 6pm for announcements, small groups, and worship at 7pm
6. Attend the Staff Retreat and Staff Party
7. Present a full evaluation of personal performance and camp operations at the close of summer
8. Perform other duties as requested by the Program Coordinator
9. Be familiar with Manitoqua Ministries, their mission, purpose, guidelines, and policies as outlined in the staff manual

Role Specific Responsibilities

1. Compile and mail out prayer partner information
2. Assist with summer data entry and reports
3. Assist with Day Camp and REZ Camp Check-ins
4. Manage summer office needs
    i. Assist with the posting of weekly newsletters
    ii. Assist with printing of summer reports
    iii. Sort summer staff mail
    iv. Organize “Friday Resets”
    v. Place campers in proper group assignments each week within the camp database to accommodate friend requests and other concerns
5. Manage Summer Program Budgets
    i. Take inventory of bulk summer supplies and report needs to supervisors
6. Manage the before and after camp care program including camper balances and communication
    i. Input attendance and payment information from early/late stay into the camp database
    ii. Run early/late stay daily
7. Print camper emails daily and place in the dining hall foyer for REZ counselors
8. Assist with early pick-ups or late drop-offs of campers