



**Manitoqua Ministries**  
Summer Job Description

**Department:** Summer Staff

**Job Title:** Day Camp Coordinator

**Reports Directly To:** Day Camp Supervisor

**Position Summary**  
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.

- Qualifications:**
- Strong desire and ability to care for, love, teach, and work with children and staff in a camp setting
  - Actively pursuing personal Christian growth
  - Has a teachable spirit open to new ideas
  - Skills in interpersonal relationships, communication, and supervision
  - First Aid and CPR certified
  - Age 19 years or older

- Responsibilities and Expectations**
- Attend coordinator and staff orientation
  - Reside in assigned staff housing
  - Oversee day camp groups by age bracket
    - a. Communicate with clear understanding the purpose and expectations of the day camp program and group to staff, campers, and families
    - b. Practice good behavior management within the guidelines and structure established in the day camp program
    - c. Communicate well with parents as they drop off and pick up their child
    - d. Work alongside staff and day camp supervisors to implement daily programming
    - e. Report all needs and requests in a timely fashion to the day camp supervisors
  - Supervise counseling staff
    - a. Assist in training for day camp
    - b. Delegate responsibilities to staff
    - c. Lead and attend all program planning meetings
    - d. Encourage ongoing evaluation of staff in day camp group
  - Oversee SAMs in day camp group

- Welcome all campers upon their arrival
- Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)
- Be prepared with the necessary materials for each day
- Help generate ideas and develop programs
- Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
- Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
- Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
- Help develop a family and greater community environment with in day camp groups including good behavior management practices
- Be an advocate for community with staff
- Be able to share the gospel with anyone and seek opportunities to do so
- Be committed to the study of God's word and prayer for campers and staff
- Be present at REZ camp opening ceremonies Mondays at 7pm
- Work at least two night activities for REZ over the course of the summer
- Attend all program meetings
- Attend the all staff debriefs on Friday afternoons at 5pm
- Attend the all staff prebriefs on Sundays: small groups and announcements at 6pm; and staff worship at 7pm
- Attend the Staff Retreat and Staff Party
- Work (2) "Friday Reset" shifts during the summer
- Present a full evaluation of personal performance and camp operations at the close of summer
- Perform other duties as requested by the Program Coordinator
- Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual