



Manitoqua Ministries
Summer Job Description

Department: Summer Staff

Job Title: Summer Office Coordinator

Reports Directly To: Program Coordinator

Position Summary
Responsible for the summer camp program office needs. Assist with the registration process and oversee the before and after camp care program.

- 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
 - Proficient computer skills and experience in office setting preferred
 - Has a teachable spirit open to new ideas
 - Skills in interpersonal relationships, communication, and supervision

- Responsibilities and Expectations**
- Attend coordinator and staff orientation
 - Reside in assigned staff housing
 - Compile and mail out prayer partner information
 - Assist with summer data entry and reports
 - Assist with Day Camp and Rez Camp check-ins
 - Manage summer office needs
 - a. Assist with the posting of weekly newsletters
 - b. Assist with printing of summer reports
 - c. Sort summer staff mail
 - d. Organize 'Friday Resets'
 - Manage Summer Program Budgets
 - a. take inventory of bulk summer supplies and report needs to supervisors
 - Manage the before and after camp care program including camper balances and communication
 - a. Input attendance and payment information from early/late stay into the camp database
 - b. Run early/late stay daily
 - Print camper e-mails daily
 - Assist with early pick-ups or late drop-offs of campers

- 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
- 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
- Attend the all staff prebriefs on Sundays at 6pm for announcements and small groups and 7pm for staff worship
- Attend the Staff Retreat and Staff Party
- Work (2) "Friday Resets" 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