8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319
Apply at Manitoqua.org/summerstaff

Worship Coordinator Job Description

Department: Summer Staff Program

Reports to: Chaplain

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

General Description: The Worship Coordinator is responsible for fostering God-honoring musical worship for the different facets of the summer camp program. This is done by developing a network of musicians from summer staff members, sharing the vision of the music ministry, and encouraging excellence in musical worship.

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. Desire for excellence in worship arts
4. Has a teachable spirit and is open to new ideas
5. High level of understanding of musicianship
6. Strong interpersonal, relational, biblical confrontation and communication skills

Duties and Responsibilities

Training

1. Attend coordinator and all staff orientation
2. Reside in assigned staff cabin throughout the duration of the summer

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. Develop a family and greater community environment within day camp groups; including good behavior management practices
8. Attend the all staff debriefs on Friday afternoons at 5pm
9. Attend the all staff pre-briefs on Sunday evenings at 6pm for announcements, small groups, and worship at 7pm
10. Attend the Staff Retreat and Staff Party
11. Work (2) "Friday Reset" shifts during the summer
12. Present a full evaluation of personal performance and camp operations at the close of summer
13. Perform other duties as requested by the Program Coordinator
14. Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual

Role Specific Responsibilities

1. Make every effort to build a sense of community and understanding among all staff members
2. Coordinate with the Chaplain and Program Coordinator a Sunday worship service for staff and visitors
3. Recruit and organize practices and worship teams for worship purposes throughout the summer
4. Work with the REZ camp supervisor, Chaplain, and Program Coordinator in coordinating God-honoring chapel times with musical worship
5. Be available to work with the day camp supervisors in coordinating God-honoring Bible times with musical worship
6. Oversee the care and maintenance of the sound system
7. Assist with day and REZ camp check-ins and REZ check-out
8. Assist with early pick-ups or late drop-offs of campers

9. Be available to listen, guide, and pray with summer and support staff
10. Be available to fill in where needed
11. Attend REZ activities as available