



Position Purpose: Assist in management of the overall camp operation in consultation with the Executive Director. To coordinate staff and volunteers in the daily operations of the camp through scheduling, directing, and intervention. Mentor and develop the growth of staff and volunteers.

Essential Job Operations:

- 1) Assists in the administration and coordination of daily camp operations.
 - a. Alongside the Executive Director, execute all enrolment tasks, from initial inquiry through camp completion. Help draft and send camp correspondence, coordinate and lead tours, and act as primary point of contact for families regarding their registration, required forms, and questions related to camp
 - b. Be involved with various camp programming.
 - c. Provide support and guidance to those leading the activities.
 - d. Be Acting Camp Director should the Executive Director be off camp property.
 - e. Assist in leadership of School Field Days in the Spring
 - f. Assist with camper medication disbursement
 - g. Assist with Sign-In and Sign-Out, answering parent and camper questions
 - h. Maintain a portion of office hours each day (answering emails, phone calls, doing paperwork, etc).
 - i. Assist in maintaining the camp databases
- 2) Supervise, support, and mentor the Head Cabin Leaders, Senior and Junior Cabin Leaders, LIT Coordinators, Worship Coordinator, and Media Coordinator
 - a. Create daily and weekly schedules for staff and volunteers
 - b. Address any issues, providing necessary coaching and support
 - c. Regular check-ins to ensure staff are meeting responsibilities and being well supported in their roles
 - d. Find coverage for staff time-off in case of sickness or emergency. Approve or disapprove of time-off requests in consultation with the Executive Director.
- 3) Ensure that camp staff and campers know and follow proper safety guidelines during activities.
 - a. Assist in the implementation of staff training.
 - b. Provide guidelines for programs utilizing camp equipment.
- 4) Mentor and provide guidance to camp staff.
 - a. Facilitate aspects of staff training.
 - b. Encourage, uplift and boost staff morale. Encourage unity among the staff team.
 - c. Participate in regular evaluations of the staff.
 - d. Lead Bible Study, staff prayer/devotional time and mentor younger staff in accordance to Kingswood Camp's Statement of Faith
- 5) Schedule and coordinate chapel guest speakers.
 - a. Prepare and teach a portion of chapel and Bible study sessions.
 - b. Schedule chapel guest speaker, worship and Bible study speaker.



6) Maintain all staff and volunteer files and ensure all required paperwork is completed and up to date.

Employment Details

Weeks of Work	14
Start Date:	May 13, 2024
End Date:	August 27, 2024
Extra Days:	May 24 - 25 - Weekend staff training May 28 - Zoom staff training (evening) June 7 - 8 - Weekend staff training June 11 - Zoom staff training (evening)
Gross Salary	\$500/week

Requirements/Skills

- Must be a minimum of 20 years of age
- Current CPR and Standard First Aid
- Ability to work with, supervise and give direction to children and adults
- Ability to communicate clearly and effectively
- Strong leadership abilities and mentorship capabilities
- Ability to schedule and implement successful programs
- Experience and ability to supervise staff, volunteers and campers
- Ability to work independently, prioritize work load and manage time efficiently

Other Responsibilities

- Serve on the Primary Leadership Team
- Help provide an atmosphere for developing good morale and well-being among the camp staff. Promote trust, understanding and unity among the camp staff.
- Assist in leading school field days in the spring
- Be willing to lead staff/camper Bible studies
- Carry out all other duties as assigned by director

Relationships/Accountability

Reports to: Executive Director
Peer Relationships: Director of Operations
Internal Relationships: Camp staff, campers,
External Relationships: Parents, outside organizations, visitors