



Volunteer Staff Position Description

Position Title: **Activity Leader**

Responsible To: Activities Coordinator

Qualifications:

- Teaching experience preferred, especially with adolescents
- A high level of understanding of your activity, and its goals and purposes
- Ability to teach knowledge and skills associated with your activity
- Appropriate certification necessary in your activity to ensure safety and expert leadership
- Ability to supervise the work of others
- Highly motivated
- Good organizational skills
- Camp experience preferred
- Willingness to assume responsibilities on behalf of the camp as directed
- Supportive of the camp mission

General Responsibility: Primarily responsible for overseeing the direction of activities and the safety and discipline of campers participating in activities associated with the Heartland SEP program.

Specific Responsibilities:

- Develop an appropriate curriculum of instruction and/or games for your activity which will ensure that each camper has instruction and opportunity for participation
- Ensure that the activity curriculum is Christ-centered, including having a specific lesson which promotes Jesus Christ within the lesson plan
- Develop an approved emergency response, in conjunction with Facilities Services and Health Center, and communicate it with your staff members
- For outdoor activities, develop an "inclement weather" plan so that instruction may continue. This includes determining a suitable and available location
- For activities provided during open activity times, develop an appropriate Christ-centered lesson
- Give appropriate feedback to dorms and campers on their progress and skills
- Document curriculum on lesson plan form provided and submit to Activities Coordinator for review (documentation will be used for future planning)
- Submit equipment requests to Activities Coordinator prior to camp session
- Coordinate any special activities in your department, if warranted
- Ensure that any and all equipment is cleaned and maintained for future use
- Properly maintain and monitor activity equipment and plan for storage during the year
- Keep track of inventory during and at the end of camp
- Maintain a clean, safe and organized activity area
- Provide adequate training, instruction and direction to the staff members working with you
- Evaluate each staff member at end of session
- Respond in a timely manner to requests from the office
- Maintain a positive, upbeat and professional learning environment
- Serve as a role model of spiritual and emotional maturity for campers and staff; endeavor to share Christ in meaningful ways through words and actions
- Support the camp program by attending campus-wide assemblies as available
- Assist camp leadership in other duties as called upon