



Volunteer Staff Position Description

Position Title: **Chapel Coordinator**

Responsible To: Camp Chaplain

Qualifications:

- Understanding of the meaning of worship and how it applies to large groups of teenagers
- Knowledge of and experience in worship service management and flow
- Desire to work with and understanding of teens and youth culture
- Ability to supervise the work of others
- Ability to communicate with and work alongside other leaders
- 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 coordinating volunteers, and ensuring activities start and end on time, including chapel services and other special events held in the Chapel

Specific Responsibilities:

- Work with Activities Coordinator, and Worship Leader and Drama Leader to schedule usage of chapel (practices, chapels, etc.)
- Coordinate and schedule setup and timing of music, drama, scripture readings, prayers and speakers for chapel service
- Work with chapel speakers, audiovisual technicians, Drama Leader and Worship Leader to keep chapel services flowing smoothly, efficiently and within set time limit
- Work with the Worship Leader, Drama Leader, and Chaplain to ensure chapels and special services are meaningful and relevant for the campers
- Work with Worship Leader and Drama Leader to plan chapel services and other special chapel events for camp session
- Work with Chaplain and chapel speakers to coordinate needs and timing of chapel services for camp session
- During Open Activities, coordinate with Worship Leader and Drama Leader to ensure campers who volunteer to participate in chapel service are supervised and prepared for involvement
- Work with Worship Leader and Drama Leader to choose and coordinate campers for Talent Night
- Work with Media Services Coordinator and audiovisual staff to ensure all equipment and media is prepared for each event held in the chapel
- Work with Facilities Services Coordinator to set up and take down chapel for each event
- Work with Office Manager to purchase adequate supplies for camp session
- Work with Office Manager to appropriately inventory chapel service supplies and make purchases of necessary items
- Properly maintain and monitor chapel service 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 Chapel
- Evaluate Worship Leader, Praise Team, and Drama Leader at end of session
- Respond in a timely manner to requests from the office
- Maintain a positive, upbeat and professional atmosphere
- 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
- Provide input to Chaplain team regarding chapel and worship service-related decisions
- Assist camp leadership in other duties as called upon