



## Volunteer Staff Position Description

**Position Title:** Minicamp Coordinator

**Responsible To:** Activities Coordinator

**Qualifications:**

- Teaching experience preferred, especially with elementary children
- Understanding of lesson planning, curriculum development and early childhood education techniques
- Desire to work with and understanding of young children
- 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 the care, safety and discipline of staff members' children under age 10

**Specific Responsibilities:**

- Chaperone minicampers to scheduled activities and supervise minicampers during special events
- Develop an appropriate curriculum of Christ-centered instruction and/or games for specific minicamper activities and special events
- Develop an approved emergency response, in conjunction with Facilities Services and Health Center, and communicate it with your staff members
- 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, 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 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
- Provide input to Activities Coordinator regarding scheduling decisions as they relate to minicampers
- Assist camp leadership in other duties as called upon