



## ACTIVITIES COORDINATOR

<b>LEADERSHIP LEVEL</b>	Program Team (Level 3)
<b>SUPERVISOR</b>	Events & Activities Director
<b>POSITION TYPE</b>	Paid 8 weeks @ minimum wage (40hrs / week)

### Position Overview

Under the direction of the Events & Activities Director, the Activities Coordinator will oversee all activities as well as create, organize, plan and implement activities and sports for all campers, in coordination with the summer camp program and theme, in order to contribute to a positive, fun, exciting, relationship-building camper experience.

### Responsibilities:

- Provides spiritual leadership to all campers and summer staff.
- Models a Christ-like life and servanthood in relationships and attitudes towards campers, staff and camp responsibilities.
- Under the direction of the Events & Activities Director, assist in the planning and implementing of daily sports and activities for kids and family camps.
- Work with the Events & Activity Leader and Events Coordinator to create a schedule of sports, games and gym activities for kids, teens, and family campers.
- Clearly communicate, train, and equip Team Fun members with expectations and activity goals.
- Responsible for coordination and running of formal and informal sports and games for kids camps and family camps.
- Communicate with and set up partnerships with any external businesses to help with sports and games both on and off-site.

- Oversee Team Fun members that are running the various activity stations during free time and sports events. Delegate various responsibilities to other Team Fun members who have been allocated for such purposes.
- Attend and participate in summer staff meetings.
- Attend and participate in Team Fun meetings.
- Attend chapel and fireside.
- Must attend staff training prior to the start of summer camps.
- Keep the lines of communication open between Team Fun and other program teams throughout the summer.
- Be familiar with and implement safety, fire, and first aid policies of Green Bay Bible Camp.
- Ensure the cleanliness of the program shed and gym locker is kept intact.
- Participate in weekly campus clean up at the end of each camp session.
- Serves as a Concierge to a Family each week of Family Camp
- Serves as a Cabin Leader during Kids Camp and Teen Camp
- Hold the vision and values of Green Bay Bible Camp High.
- Other tasks as assigned by the Events and Activities Coordinator.
- Assist the Events Coordinator with the execution of evening events.

### **Qualifications:**

- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude.
- Must be a minimum of 19 years of age.
- Loves sports, games and gym activities.
- Creativity in designing and implementing sports, games, and activities for all ages.
- Be able to work independently and exercise good judgment..
- Work well with a team.
- Be enthusiastic by nature.
- Have good communication skills.
- Have good interpersonal skills.
- Must be comfortable speaking in front of people, both adults and children.
- Strong work ethic.
- Be comfortable leading activities and events.
- Have strong organizational skills.
- Understand and abide by the policies and procedures of Green Bay Bible Camp.
- Loves youth and kids and has a desire to see them grow in their relationship with God.

## **Staff Core Values**

We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling responsibilities.
- c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

- a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

- a) We will value one another's opinions and perspectives even when there might be a disagreement.
- b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.
- c) We will refrain from talking about other staff members behind their backs.
- d) We will respect the confidentiality of information on sensitive issues.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.