



EVENTS & ACTIVITIES DIRECTOR

LEADERSHIP LEVEL	Lead Team (Level 4)
SUPERVISOR	Program Manager
POSITION TYPE	Paid 16 weeks @ minimum wage (40hrs/week)

Position Overview

Works within the overarching summer theme and program structure and in coordination with the Program Manager and Lead Team. Oversees the creation, planning, and implementation of quality, fun, creative activities and events for all kids and guests. Helps create a culture of fun and creativity.

Responsibilities:

- Oversees and works with the Activities Coordinator and Events Coordinator, planning and implementing all activities and events for campers.
- Provides spiritual leadership to all summer staff.
- Must attend and assist in facilitating staff training prior to the start of summer camps.
- Attends daily Lead Team Meetings.
- Seeks to review processes, programs, events and activities and always looks for ways to make it better.
- Models a Christ-like spirit and servanthood in relationships and attitudes towards campers, staff and camp responsibilities.
- In collaboration with Program Manager, assist in development of evening wide games and events in time for staff training.
- Builds a solid and unified Team Fun, training and equipping them in their area of ministry.

- Regularly meet Team Fun, with a focus on spiritual formation and team building.
- Responsible for helping drive a fun and creative atmosphere for our guests.
- Communicates and sets up partnerships with any external businesses as they pertain to activities and events for campers.
- Leads and delegates various responsibilities to other Team Fun members who are responsible for various areas of the camp.
- Makes sure all activities and events are carried out with excellence, ensuring a positive and fun experience for campers.
- Makes department purchases as necessary and keeps the Events and Activities budgets balanced.
- Assists in hosting Green Bay Groups in May and June.
- Ensure the cleanliness of the program shed and gym locker is kept intact.
- Meets regularly with Activities Coordinator and Events Coordinator and ensures they are also mentoring Mentorship students.
- Keeps the overall vision of Green Bay Bible Camp at the forefront of planning and leading.
- Familiar with and implements safety, fire and first aid policies of Green Bay Bible Camp.
- Ensures all BCCA accreditation standards are met in all areas of programming.
- Be familiar with and implement safety, fire and first aid policies of Green Bay Bible Camp.
- Participate in weekly Campus Clean Up at the end of each camp session.
- Hold the vision and values of Green Bay Bible Camp High.
- Serves as a Concierge to a Family each week of Family Camp.
- May be required to serve as a Cabin Leader during Kids Camp and Teen Camp.
- Other tasks as assigned from the Program Manager.

Qualifications:

- Must have been regularly involved in ministry within their local church or Para-church ministry within the last 2 years.
- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude and strong work ethic.
- Must be a minimum of 21 years of age.
- Is creative in designing and implementing exciting activities and events that are age appropriate. Loves to have fun and is creative.
- Able to work independently as well as be a strong team player.
- Have teaching ability, strong communication skills, and interpersonal skills.
- Must be comfortable speaking in front of people-both adults and children.
- Is comfortable creating and leading activities and events.

- Is comfortable in delegation of tasks to team members while still holding creative vision of the organization intact.
- Have strong organizational skills.

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.