



EVENTS COORDINATOR

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

Position Overview

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

Responsibilities:

- Provides spiritual leadership to all campers and summer staff.
- Must attend staff training prior to the start of summer camps.
- Models a Christ-like spirit 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 implementation of major camp events and wide games for kids and family camps.
- Work with the Events & Activity Leader and Activities Coordinator to assist in the daily schedule of sports, games and gym activities.
- Clearly communicate, train and equip activity leaders with expectations and activity goals.
- Responsible for setting up and tearing down evening events and wide games for kids 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 Mentorship in running the various wide games and evening events.
- Assist the Activities Coordinator in planning and executing all daily activities
- Attend and participate in summer staff meetings.
- Attend and participate in Team Fun meetings.
- Keep the lines of communication open between Team Fun and other program teams throughout the summer.
- Ensure the cleanliness of the program shed & 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
- Be familiar with and implement safety, fire, and first aid policies of Green Bay Bible Camp.
- Hold the vision and values of Green Bay Bible Camp High.
- Other tasks as assigned by the Events & Activities Coordinator and Program Manager.

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 youth and kids and has a desire to see them grow in their relationship with God.
- Loves sports, games and gym activities.
- Creativity in designing and implementing games, activities, and events 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.

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.