

## **Daycamp Coordinator**

### **Crestfield Camp & Conference Center**

#### Minimum Qualifications:

- Authentically strong and visible commitment to Jesus Christ
- Desire and ability to nurture campers and staff in discipleship to Jesus Christ
- Current CPR and First Aid certification or completion during staff training
- Desire and ability to work with children in outdoor ministry
- Ability to lead Bible Study
- Ability to interact with children and adults
- Ability to organize and plan with minimal supervision
- Ability to accept guidance and supervision
- Ability to relate to one's peer group

*Accountability:* The Daycamp Coordinator is directly accountable to the Program Coordinator and through him/her to the Program Director.

#### Relationships:

- Interact with Program Director and Program Coordinator in advising of Daycamp participant numbers in an effort to provide appropriate staffing.
- Interact with the Reading Camp Director regarding needs.
- Interact with the Executive Director, Church Pastors and Church designated Daycamp Contact persons.

*Responsibilities:* The Daycamp Coordinator will be responsible for the following:

#### I. Responsibilities as the Daycamp Coordinator

##### A. Pre Camp Responsibilities

1. Prior to staff training become fluent in summer camp Bible Study Curriculum.
2. Assist in staff training for Daycamp
3. Participate in In-service Training for selected Daycamp congregations
4. Begin to develop relationships with Daycamp congregations through site visitation, telephone contact
5. Ensure needed documentation in place

##### B. During each week of Daycamp

1. Oversee planning and implementation of Daycamp
2. Secure all needed supplies:
  - a) Curriculum
  - b) Arts and crafts
  - c) Recreation
3. Lead daily debriefing with Daycamp staff
4. Act as liaison with church
5. Supervise scheduled trips to Crestfield
6. Supervise Crestfield staff

7. Evaluate Crestfield staff
8. Produce a DVD for each site
- C. After each week of Daycamp
  1. Collect completed registrations forms
  2. Collect completed evaluation forms
  3. Prepare all needed forms for following week

## II. Responsibilities as Program Staff Member

- A. Leading Program Activities
  1. Lead environmental education, archery, wall, high ropes, and other activities as certified
  2. Perform Program Tasks as designated by Program Coordinator
- B. Facilities Maintenance
  1. Assist in upkeep of facilities as designated by Program Coordinator
  2. Prepare camp facilities for upcoming programming as necessary
- C. Videographer Assistance as directed
  1. Assist in gathering memories (photos and videos)
  2. Assist in uploading of pictures/videos and distribution of cameras
  3. Assist in burning of discs

## III. Responsibilities as a Support Staff to a Family Group

- A. Room in a cabin
  1. Provide assistance in cabin discipline and supervision of campers
  2. Promptly join family group in cabin after fulfillment of evening activities, which should be before lights out
  3. Lead cabin devotions in collaboration with counselor
- B. Serve as a Support to Family Groups
  1. Whenever not actively involved in Daycamp duties the support staff should be with their family group
  2. When with family groups, support staff should have nearly the same function as a cabin counselor, assisting with:
    - a) Camper discipline
    - b) Leading of camp activities
  3. Assist assigned family group with cookout by preparing fire, aiding in food preparation, site clean-up and monitoring campers

## IV. Miscellaneous

1. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
2. Abide by the *General Expectations of Crestfield Staff*
3. Staff will schedule and submit a one-hour break for each full camp day