

Overall Purpose

To execute and oversee all areas of administration within the summer program, ensuring that people are correctly informed.

Organizational Structure

This position works closely with the Assistant Program Director and is a part of the Program Team (APD, Head Cabin Leaders, Events and Children's Min). This position will also be communicating directly with cabin leaders in regards to their activity responsibilities.

Principle Duties

Summer Long

- Spend time regularly with God
- Encourage the summer staff in their daily activities
- Ensure that the summer staff upholds camp policies.
- Maintain accurate and relevant streams of communication with all program staff throughout the summer.
- Responsible for development of all camp schedules in order to maintain the operation of the program
- Collect weekend/between camp meal numbers

Pre-Camp

- Organize staff t-shirts
- Contact staff for any outstanding information needed
- Plan and organize the staff service afternoon
- Oversee pick-up/drop off schedule for incoming staff (from airport or bus)
- Staff training schedule – including the organizing of arrival day
- Placing staff into rooms in staff residence for staff training
- Assist in the planning/organizing of external events
- Understand and comply with staff and camper policies that provide for an efficient and safe camp community.
- Become familiar with the camp activities – their safe use and where they can be of value in the running of camp.
- Oversee administrative duties of the Program Team.
- Work co-operatively with the Program Team on assignments given
- Overseeing mid and post summer evaluations of the summer cabin leaders.
- Ensure that camp schedules are followed.
- Oversee the planning and implementation of an opening program.
- Oversee Program Budget

Kids Camp

- Schedule summer staff in daily activity time and free time duties
- Place campers into activities prior to the beginning of each week
- Communicate with activity staff regarding any scheduling issues/requests

Green Bay Bible Camp

Job Description: Admin/Activities Coordinator

- Responsible to work with the Office Administrator for efficient check-in of campers on opening day; making sure that all supplies and staff are in place. This includes kids seeing the camp nurse before continuing to their cabin.
- Gather statistics from camper evaluations

Family Camp

- Schedule summer staff in daily activity time and free time duties
- Place staff with camper family each week
- Work with the Office Administrator to create the Welcome Packages for each family
- Create a morning news letter for the breakfast table each day.
- Gather statistics from evaluations

Qualifications

- Strong desire and willingness to serve
- Mature in their Christian faith
- Significant leadership experience
- Approachable and personable
- Significant camp experience
- A business mindset
- Experience working with Microsoft Office (especially Word and Excel)
- Ability to exercise independent judgment
- Ability to problem solve
- Experience managing a budget is a great asset