

Overall Purpose

To create, organize, plan and implement activities and events for all campers, in coordination with the Program Team that will contribute to overall camper experiences.

Organizational Structure

The Events Coordinator will oversee and supervise those cabin leaders who are allocated to help run events and programs. This position reports to the Assistant Program Director.

Principle Duties

Summer Long

- Spending time daily in the Word
- Model a Christ-like spirit in relationships and attitudes towards campers, staff and camp responsibilities
- Attend morning staff meetings and weekly coordinator meetings
- Be familiar with and implement safety, fire and first aid policies of GBBC.
- Understand the philosophy, goals and objectives of GBBC.

Pre-Camp

- Work with the Program Team in planning the weekly schedule for summer
- Keep communications lines open through the planning of events is essential to the success of the summer program.
- Communicate with any external events businesses and set up partnerships

Kids Camp

- Responsible for planning and running the afternoon and evening programs with the entire camp present.
- Delegate various responsibilities to other program team members or cabin leaders who have been allocated for such purposes

Family Camp

- Responsible for creating and overseeing the Hunters Club and Sun Spa activities
- Create and oversee fun and exciting activities that families can participate in together

Qualifications

- Strong desire and willingness to serve
- Mature follower of Christ
- Some college/university
- Creative
- Flexibility – be willing to help out wherever needed
- Demonstrated experience in creating and implementing activities and events that are age appropriate
- Energetic and motivated – take initiative to get things done

Green Bay Bible Camp

Job Description: Events Coordinator

- Experience in leading people and delegating tasks
- Able to work independently and exercise good judgment
- Comfortable leading events and activities for various sizes of groups
- Able to problem solve