Job Title: Event Coordinator
Leadership Level: Program (Level 3)
Supervisor: Events/ Activities Director
Position Type: Paid

Position Overview

- Under the direction of the Events/Activity Director, the Event Coordinator will help create, plan, implement and oversee all special events and activities for kids, youth and adults, in coordination with the summer camp program and theme, in order to contribute to a fun, exciting, and relationship building camper experience.
- Works with Activities/Sports Coordinator and oversees event team.

Responsibilities

- Provides spiritual leadership to all campers and summer staff.
- Models a Christ-like spirit and servanthood in relationships and attitudes towards campers, staff and camp responsibilities.
- Work with Events/ Activity Director in the planning and implementation of special events and activities for kids and family camps.
- Work with Events/ Activity Director and Activities/ Sports Coordinator to create a schedule of special events and activities.
- Responsible for planning and running the morning, afternoon and evening programs with the available to the entire camp.
- Create and oversee fun and exciting activities that families can participate in together.
- Create and oversee fun adult-oriented activities both on-site and off-site.
- Communicate with and set up partnerships with any external businesses to help with sports and games both on and off-site.
- Oversee activity staff that is running the various activity stations during free time and special events.
- Delegate various responsibilities and expectations to other Activity staff members who have been allocated for such purposes.
- Attend and participate in summer staff meetings.

- Attend and participate in Activity Staff meetings.
- Keep the lines of communication open between Activity Staff and other program teams throughout the summer.
- 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

Qualifications

- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart ad positive attitude.
- Must be a minimum of 19 years of age.
- Loves youth and kids and have a desire to see them grow in their relationship with God
- Loves event planning and has strong organizational skills.
- Creativity in designing and implementing events and activities for all ages.
- Be able to work independently and exercise good judgement.
- Be a team player.
- Be enthusiastic by nature
- Have Good communication skills**.**
- Have good inter-personal skills.
- Must be comfortable speaking in front of people-both adults and children.
- Be comfortable leading activities and events.

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 as 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 mike 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. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.