

# **VILLAGE CAMP COORDINATOR JOB DESCRIPTION FOR CAMP LAKEVIEW**

## **Required Qualifications**

1. Minimum age - 18 years old and completed one year in a post-secondary educational program.
2. Dedicated Christian who is willing to share their faith in Christ with others.
3. Previous experience as a member of a summer camp staff.
4. Desire and ability to work with children outdoors.
5. Ability to lead and supervise peers as well as campers.

## **Desired Qualifications**

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Possess the ability to lead others in group activities, especially leading devotional and recreational activities.
3. Willingness to experience outdoor living and to teach/learn new skills.
4. Experience and skill in outdoor cooking.
5. Ability to accept supervision and guidance.
6. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

## **To Whom Responsible**

1. The Executive Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Program Director in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties.

## **General Responsibilities**

1. Assist with the planning, coordination, & leadership of the Village Camp program.
2. Understand, interpret, and maintain the camp's standards and policies, especially in the absence of the executive or program director.
3. Exert positive Christian influence with campers and staff at all times.
4. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

## **Specific Responsibilities**

1. Assist with the planning and leadership of the Village Camp program
2. Coordinate and lead the off-site bike trip and the off-site canoe trip.
3. Facilitate experiential learning for the village campers and help train the village camp counselors in processing experiences with campers.
4. Implement nature instruction into the village camp program. Lead nature sessions with the Village Campers.
5. Write and lead a five-day Bible study curriculum to be used by the village campers (when not joining the campers on main camp).
6. Assist the Program Directors in leading any part of the Bible study program which gathers the entire camp together (on weeks when the Village Camp joins main camp).

7. Collect and utilize a wide array of outdoor cooking options, giving the village campers the opportunity to cook outdoors twice daily.
8. Schedule and coordinate other village camp activities so as not to conflict with the activity schedules of the campers on main camp. Promote and encourage a variety of activities, especially those that are unique to the camp experience.
9. Be responsible for the planning, coordination, and leadership of all village-camp evening activities.
10. When the village campers are a different age than those on main camp, coordinate a separate village-camp evening campfire devotion with the help of the Village Camp counselors and junior counselors.
11. Fill in for Village Camp counselors who need to take time away from their normal program duties.
12. In the absence of the Program Directors, help lead counselor and Junior Counselor meetings and activity planning sessions.
13. Help other Program Staff with taking pictures of campers and activities throughout the week to use for weekly photo CD and other promotional materials.
14. On occasion, assist with the facilitation of group building and challenge course activities that do NOT involve village campers.
15. Serve as a resource for nature lessons at camp, gathering ideas and materials which would be interesting and beneficial to the campers.
16. Assist the Executive and Program Director in upholding all personnel policies, bringing any infractions or major staff concerns to the Director's attention.
17. Relay all necessary information to the Camp Directors from campers and counselors.
18. Hunt for new songs, skits, games, and programs. Record and file.
19. Each week, evaluate the overall village program, making changes in activities and/or schedule as you see fit
20. As a team member, assist other staff in any task that will enhance the outdoor ministry of Camp Lakeview.