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## **DAY CAMP COORDINATOR JOB DESCRIPTION**

Summer, Seasonal Position

Highlands Presbyterian Camp and Retreat Center is a facility that ministers to children, youth, and adults of all ages through summer camp programs, adult educational opportunities, and guest group rentals. The Day Camp Coordinator shall minister by overseeing and serving the needs of the Highlands Day Camp program. The Highlands Day Camp staff travels out from Highlands and to offer Day-Camp on-site at individual churches throughout Denver and Plains and Peaks Presbyteries. This position shall coordinate, plan, and direct the program, oversee Day Camp Staff, and serve as the Highlands liaison between the individual church and Highlands in coordination with the Director of Programs. Duties will include driving, planning a program to fit the needs of the church, working with a diverse staff of 3-4 people, leading activities, counseling participants, and anticipating program needs.

The Day Camp Coordinator shall be under the supervision of, and responsible to, the Director of Programs, and shall work closely with other staff supervisors in coordinating all camp activities and needs.

The Day Camp Coordinator is not responsible for the direct supervision of seasonally employed staff members, but will work closely with the Director of Programs by providing feedback on staff performance at Day Camp sites.

The Day Camp Coordinator shall perform all these duties related to the position as assigned by the Director of Programs including (but not limited to):

### **A. Pre Camp Responsibilities**

1. Prior to staff training become fluent in summer camp Bible Study Curriculum.
2. Prepare and Assist in staff training for Day Camp
3. Begin to develop relationships with Day Camp congregations through site visitation, telephone contact
4. Ensure needed documentation in place

### **B. During each week of Day Camp**

1. Oversee planning and implementation of Day Camp
2. Secure all needed supplies:
  - a) Curriculum
  - b) Arts and crafts
  - c) Recreation
3. Lead daily debriefing with Day Camp staff
4. Act as liaison with church

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5. Supervise Highlands Day Camp staff
  6. Evaluate Highlands Day Camp staff
  7. Produce a DVD for each site for presentation on final day
  8. Drive the Day Camp staff to and from the staff

C. After each week of Day Camp

1. Collect completed registrations forms
2. Collect completed evaluation forms
3. Prepare all needed forms for following week

**Requirements:**

- Successful screening during Criminal Background Check investigation
- Be experienced in leadership and skilled at encouraging others in leadership
- Be experienced in leadership with at least two of the following age groups: elementary, junior high, senior high, college or other peer groups.
- Have experience in teaching/leading Bible Studies.
- Be at least 25 years of age.
- Possess a clean driving history
- Be willing and enthusiastic in leading or learning to lead a variety of activities.
- Possess excellent organizational, communication, and people skills
- Possess integrity, sound judgment, poise and a mature sense of humor.
- Be aware of and implement ACA and Health Department regulations.
- Be able to lift 30 lbs.

**RESPONSIBILITIES AND DUTIES COMMON TO ALL  
SUMMER / SEASONAL STAFF**

1. To be willing to place the needs of the Highlands above personal desires.
2. To exemplify a general attitude of helpfulness to other staff and volunteers, campers, parents, and user groups.
3. To give assistance in any phase of the ongoing operation of the camp when need warrants and when assigned by the direct supervisor.
4. To exhibit an acceptance of all people no matter their race, religion, national origin, or gender, and to possess the ability to work with those with whom you may not fully agree.
5. To have the health and stamina to perform in a high altitude setting. To accept living in a somewhat isolated area.
7. To joyfully give 100% effort to the job.

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