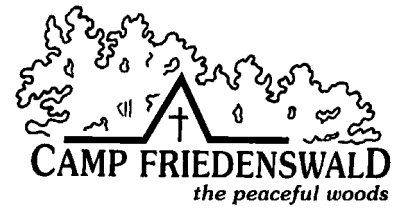


Camp Friedenswald – Summer Staff



Activity Coordinator Job Description

Responsible to:

Program Director

Basic Qualifications:

- Active in a Christian congregation.
- Sympathy for and an understanding of Anabaptist-Mennonite tradition.
- Agreement with the Camp Friedenswald mission and statement of purpose.
- Sensitivity to the needs of campers and staff.
- Well organized and creative with proven “people” skills.

Leadership Staff Responsibilities

- Your primary responsibility as a member of the Leadership Staff is to serve as a host for summer staff.
- Hosting is accomplished by spending quality time engaging staff and caring for their needs.
- The staff will be divided into small groups. Each member of the Leadership Team will give leadership to a small group.
- Greet and welcome campers and parents as they arrive for the start of each camp.
- Share leadership of staff meetings as directed by, or in absence of Program Coordinator.

Responsibilities & Duties:

A. Leadership Week

1. Plan the training session on Activity/Project Groups.
2. Organize and prepare the Arts and Crafts room.
3. Plan curriculum appropriate for the different ages and camps.
4. Order or purchase supplies keeping in line with amount budgeted for A&C.
5. Complete training in the Camp Store by the Operations Director.

B. Orientation Week

1. Coordinate the training session on Activity/Project Groups.
2. Assist in facilitation of orientation activities.

C. Camp Program

1. Plan Activity/Project groups and schedule/equip their leaders with help of PC.
2. Coordinate A&C program by leading or assigning and equipping others.
3. Make certificates and awards (Flyers, Polar Bears, Going Under Club).
4. Program Bells – make sure bells ring on time between activities.
5. Work with Leadership Team in planning special events for each week (carnival, beach party, dunes trips, etc.).
6. Maintain all A&C supplies and recreation equipment.
7. Coordinate and supervise the making of name-tags for each youth camp.
8. Work evening shift of camp store.
9. Coordinate camper evaluations at end of week. (Hand out, collect, help PD to compile)
10. Assist in leading activities during Outpost.
11. Other tasks assigned as needed.

Revised 12/2009