

Activity Coordinator

Description

This person (or persons) will organize and coordinate the afternoon and evening activities. They will not necessarily run all of them, but see that all of them get done and help in that goal.

Qualifications

- A member in good standing at their home parish (if not Episcopal, a Christian church with comparable beliefs and creeds)
- Can assume authority, but practices shared leadership
- Experience in supervising adults, young adults, youth, and children
- Has been certified in *Safeguarding God's Children*

Responsibilities

- Have a full schedule of afternoon and evening activities for the week of camp
- Make sure the activities fit within the camp's goals and objectives, including (but not only)
 - Does not waste food
 - Does not intentionally exclude, embarrass, or humiliate people
 - Includes opportunities for different abilities, likes, and skills
 - Always have contingency plans and alternative activities
- Works with Staff Counselor and Camp Director to oversee supply purchases and store runs

This will be done through

Before Camp

- If supplies are needed, work with Camp Director to make sure they get donated or purchased
- Research and find new and fun games and activities for small group and large group games
- At pre-camp staff meeting - Compile a list of activities that interest the staff members

At Camp

- Afternoon Activities: Create the list of daily afternoon activities (including crafts)
 - Create the daily sign up list for campers (to be ready by cabin time each morning)
 - Assign counselors to activities (working with others for time off)
 - "Run" the afternoon activities
 - Works with counselors to know where all campers are at all times
- Evening activities: Create the schedule for evening activities
 - Assign counselors to support
 - "Run" the evening activities (or designate someone else to)
- Works with the CiTs to help them plan their evening activity
- Works with the LiT coordinators to make sure they have supplies they need for their evening activities
- Reporting directly to Camp Director with **all** staff issues and/or problems

Line of Authority

- Reports directly to the Camp Director
- Works *with* the Camp Coordinator to supervise staff during the activities
- Is a member of the Camp Supervisory Team

Coordinates with the following people

Waterfront – serve as liaison between waterfront staff and our camp staff (at Camp Newaygo, may work the buddy board for the entire week)

Arts & Crafts – plans the arts & crafts activities for the week

- works with the Camp Director to make sure there are enough supplies before camp
- Works with the Director's Assistant to make sure there are enough staff people present for each session
- If possible, create a prototype to present at breakfast each day to show the campers what they can sign up for