



## JOB DESCRIPTION

<b>Team Captain</b>	<b>Team Captain</b>
<b>Position Reports to:</b>	<b>Captain Coordinator</b>
<b>Department:</b>	<b>KidsGames</b>
<b>Schedule (may vary):</b>	<b>Starting Mid-may Hours will vary before Kidsgames for training. 30 hours a week during the weeks of Kidsgames. Must be able to work all 4 weeks of KidsGames June 17th - July 12 2024.</b>
<b>Rate/Salary:</b>	<b>Seasonal Non Exempt \$16</b>

### General Description

Work In partnership with the Captain Coordinator oversee Small Group Guides, assist the campers and teams during the 4 weeks of Kids Games as well as work within the vision of KidsGames and North Coast Calvary Chapel.

### Specific Duties and Responsibilities:

- Communicate closely with the Captain Coordinator.
- Oversee Small Group Guides
- Help Recruitment prior and during KidsGames.
- Attend all training sessions required.
- Gather daily resources for Small Group Guides
- Contact Small Group Guides before each week of KidsGames. Be in regular communication with your team before and during the 4 weeks of KidsGames.
- Provide encouragement, important information and daily updates.
- Ensure all Small Groups are fully equipped each week/day.
- Respond to questions from parents, leaders, campers and youth in a professional and kind manner.
- Be in prayer over the campers, program and team members.
- Other duties as assigned by the Captain Coordinator. Depending on camp needs your job may include other tasks outside of your assigned area.

### Knowledge/Skills Required for the Job

- Strong computer skills. Knowledge of the following applications Google, Word, Excel
- Fostering teamwork & unity
- Good written and verbal communication skills
- Organizational astuteness
- Ownership and accountability for all responsibilities
- Ability to handle difficult situations well and handle stress with a calm and effective demeanor.
- Strength in working under pressure and with deadlines.
- Works well with others and committees to accomplish goals.
- Ability to interface with all staff.

### Minimum Requirements

- Ability to work well with others in a team environment.

- Ability to hold discrete information confidential.

### **Physical Requirements**

- Walking (frequently)
- Able to be on your feet for long periods of time.
- Typing – computer keyboard
- Telephone – receive and dial calls.
- Lifting (up to 20 pounds)