

JOB DESCRIPTION

Position Title:	KidsGames Assistant Juniors Coordinator
Position Reports to:	Camp Manager
Department:	KidsGames
Schedule (may vary):	Starting ASAP Hours will vary before Kidsgames 10-20 hrs a week. 30 hours a week during the weeks of Kidsgames.
Rate/Salary:	Seasonal Non-Exempt Hourly \$18

General Description

The Juniors assistant Coordinator will help build, train, disciple, and direct the KidsGames Jr teams before and 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:

The Juniors Assistant Coordinator primary duties and responsibilities will be:

- Help with volunteer recruitment prior to and during KidsGames.
- Assist Jr Coordinator with planning rotation activities and content.
- Oversee placing of volunteers, to ensure that each area and team member is fully equipped.
- Assist in leading training and set expectations in the lead up to camp.
- Work with Jr Coordinator to disciple the coach team before and during camp.
- Assist in oversee planning, organization of equipment for all areas in Jr's and supply lists of needed equipment.
- Oversee Set Up and Tear Down of Zones and rooms before and after each day of camp.
- Assist Jr Coordinator with, VIP (Vision, Information and Prayer) time prior to the start of camp each day. This will include all adult and youth volunteers as well as staff within the KidsGames Jr area.
- Oversee, resource and equip Coaches, Small Group Guides and zone rotations during camp, assisting where needed.
- Respond to questions from parents, leaders, and youth in a professional, respectful and kind manner.
- Other duties as assigned by Camp Managers.

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 handles 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)