



## JOB DESCRIPTION

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| <b>Position Title:</b>      | <b>KidsGames 1-6th Grade Coordinator</b>   |
| <b>Position Reports to:</b> | <b>Camp Manager</b>  |
| <b>Department:</b>          | <b>KidsGames</b>   |
| <b>Schedule (may vary):</b> | <b>Time Commitment (Seasonal)</b> <ul style="list-style-type: none"><li>● <b>September–December:</b> Minimal hours; attend occasional planning meetings (approximately once per month).</li><li>● <b>January–April:</b> Hours will vary; typically 10–15 hours per week leading up to KidsGames.</li><li>● <b>May - June 15:</b> Increased preparation time, averaging 20 hours per week.</li><li>● <b>June 15 - July 10:</b> 30 - 35 hours a week</li></ul> |
| <b>Rate/Salary:</b>         | <b>Seasonal Non-Exempt Hourly \$19</b>   |

### General Description

The 1st–6th Grade Coordinator works in partnership with the Camp Manager and other Coordinators to plan, organize, and oversee volunteer placement for all 1st–6th Grade Group Guides. This position provides direct leadership and support to Color Captains, Tribe Leaders, Group Guides, and campers—ensuring every child experiences a fun, safe, and faith-filled environment.

The Coordinator serves as the primary point of contact for parents and youth volunteers, offering clear communication, care, and support before and during camp. This role oversees approximately eight Team Captains and around 100 youth Group Guides each week, focusing on the discipleship and mentorship of Team Captains while equipping all volunteers to serve effectively. The Coordinator also assists in volunteer training and ensures each team is prepared and equipped for the start of every camp day.

This role blends administrative coordination with relational ministry—combining detailed planning and organization with hands-on mentoring, encouragement, and daily presence.

The ideal candidate is a mature Christian leader with a passion for serving youth and children through discipleship and community.

### **Additional Information**

- Childcare for under 3's will be provided
- Children age 4 - 6th grade will receive a substantial discount to attend camp

### **Specific Duties and Responsibilities**

The 1-6th Grade Coordinator's primary duties and responsibilities include:

### **Volunteer Recruitment & Development**

- Assist with volunteer recruitment prior to and during KidsGames.
- Be a part of the training sessions, ensuring all 1-6th Volunteers SGG are trained and know what they will be doing in each area, as well as set clear expectations in the weeks leading up to camp.
- Model and cultivate a culture of discipleship among adult and youth volunteers.
- Develop intentional relationships with Color Captains, investing in their growth as servant-leaders.
- Identify youth who show leadership potential and affirm their growth, helping connect them to future service opportunities within KidsGames or church ministry.

### **Daily Operations**

- Respond promptly and kindly to questions or concerns from **parents, volunteers, and campers**, always reflecting professionalism and grace.
- Check in with Team Leaders and Group Guides throughout the day to offer support, troubleshoot issues, and ensure smooth transitions between rotations.
- Monitor **attendance, engagement, and safety**, ensuring that each camper is accounted for and cared for during the day.
- Maintain a **positive and collaborative relationship** with rotation leaders, the Production team, and Admin staff.
- Ensure smooth **end-of-day debriefs**, including gathering feedback and celebrating wins with your team.

### **Volunteer Oversight & Admin**

- Oversee volunteer placement to ensure each area and team member is fully equipped and appropriately assigned.
- Work with Admin, Buddie coordinator to ensure all campers with special needs are placed with the appropriate leaders.
- Resource, equip, and support Coaches, Small Group Guides, and Zone Leaders throughout camp, stepping in to assist as needed.
- Use daily **VIP (Vision, Information, and Prayer)** times to reinforce spiritual themes, teamwork, and care for the campers.
- Ensure that Color Captains are leading effectively VIP time with their Group Guides.
- Be available to pray with, listen to, and encourage your team throughout each camp day.
- Support Sunday information tables, including T-shirt distribution

## Operations & Logistics

- Prepare and distribute necessary supplies for teams each week.
- Keep an organized record of materials and submit **supply orders** as needed.
- Conduct an **inventory** of all items at the end of each camp week and communicate restock needs.
- Help ensure that shared spaces are kept clean, organized, and ready for use each day.

## Communication & Care

- Respond to questions and concerns from parents, leaders, and youth in a professional, respectful, and kind manner.
- Foster a caring, Christ-centered environment where every child and volunteer feels seen, supported, and valued.
- Communicate effectively with all levels of volunteers, staff, and families to maintain clarity and connection.
- Ensure all Group Guide volunteers are placed by the Wednesday prior to each week of camp.
- Ensure Team Captains receive a call sheet to contact Group Guide volunteers and confirm their group assignments.
- Provide clear guidance to Color Captains on what needs to be communicate to Group Guides so they know their daily assignments, responsibilities, and locations.

- Require that all Team Captains contact their assigned Group Guides by Friday of the week prior to service.
- Follow up with Team Captains to confirm all volunteers have been contacted and are prepared for their roles.

### **Team Involvement Expectations**

**The ideal candidate will demonstrate consistent commitment to the KidsGames team by:**

- Attending all scheduled team meetings.
- Working on-site at least once a week during the six weeks leading up to camp.
- Being available to serve all four weeks of KidsGames (or at least two full weeks if job sharing).
- Participating in all volunteer training sessions.
- Meeting all assigned deadlines and maintaining weekly communication with their line manager.
- Joining all scheduled team lunches and dinners to foster team connection and unity.

### **Other Duties**

- Perform additional responsibilities as assigned by the Camp Managers.

### **Knowledge/Skills Required for the Job**

- Proficient in computer applications including Google Workspace, Microsoft Word, and Excel.
- Demonstrates strong organizational and time-management skills, with the ability to prioritize and meet deadlines.
- Exhibits excellent written and verbal communication skills.
- Fosters teamwork, unity, and collaboration across all areas of ministry.
- Displays ownership and accountability in fulfilling responsibilities.
- Handles challenging situations and stressful moments with grace, composure, and effectiveness.
- Works well with individuals and committees to accomplish shared goals.
- Comfortable interacting and collaborating with staff, volunteers, and leadership at all levels.

- Thrives in a fast-paced, fun, and dynamic camp environment, balancing multiple tasks efficiently.
- Demonstrates a heart for service, hospitality, and community building.
- Committed to excellence, stewardship, and integrity in all areas of responsibility.
- A heart for ministry and prior experience serving in a Christian or church environment. (preferred)
- Experience engaging with youth and children, helping them grow in faith and community. (preferred)

### **Minimum Requirements**

- Demonstrated ability to work collaboratively and effectively within a team-oriented environment.
- Proven capacity to maintain confidentiality and handle sensitive information with discretion and professionalism.
- Strong ability to lead, motivate, and support volunteers with clarity and care.
- Dependable, proactive communicator who follows through on commitments and keeps team members informed.

### **Physical Requirements**

- Ability to stand and walk for extended periods of time throughout the day.
- Comfortable working on a computer for data entry, communication, and administrative tasks.
- Capable of using a telephone for both inbound and outbound communication.
- Ability to lift, carry, and move items up to 20 pounds (Preferred)