



## JOB DESCRIPTION

<b>Position Title:</b>	<b>KidsGames Hospitality 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 Hospitality Coordinator oversees all food, beverage, and refreshment operations for KidsGames—ensuring that every volunteer, staff member, and camper experiences care through thoughtful hospitality and organized service.

This role manages daily breakfast and snack setup, the staff breakroom (including supply restocking and refreshment), and coordinates food and logistics for Friday Picnics, Volunteer Trainings, Celebration Sunday, and special events such as *At the Movies* or other KidsGames gatherings.

Working within the vision and values of KidsGames and North Coast Calvary Chapel, the Hospitality Coordinator helps cultivate a warm, welcoming environment that fosters connection and community through food and service. This person will also collaborate with Camp Managers to brainstorm creative menu ideas, themed events, and special touches that enhance the KidsGames experience.

The ideal candidate is highly organized, dependable, and passionate about hospitality—with a heart to serve others and build community through food, care, and excellence in service.

## **Specific Duties and Responsibilities**

The Hospitality Coordinator's primary duties and responsibilities include:

### **Program Planning & Implementation**

Each week of KidsGames, the Hospitality Team supports up to 500 campers and 300 volunteers/staff through organized food service and care. Campers are divided into groups to simplify and streamline food distribution.

#### **Breakfast (Volunteers & Staff) and Snack (Volunteers, Staff, and Campers)**

- Plan, order, and manage daily breakfast and snack supplies for both campers and volunteers.
- Ensure all food is clearly labeled, organized, and distributed efficiently.
- Track quantities, monitor waste, and adjust future orders as needed.
- Maintain strict food safety and sanitation standards.

#### **Staff Breakroom**

- Set up and refresh the staff/volunteer breakroom each morning.
- Keep water, coffee, snacks, and paper goods stocked and organized.
- Manage cleanup, restocking, and daily reset to create a welcoming environment.

## **Event Hospitality**

### **Friday Picnics**

- Coordinate all food, drinks, and setup logistics for weekly Friday Picnics.
- Recruit and organize volunteer teams for setup, serving, and cleanup.
- Collaborate with Camp Managers to brainstorm themes and creative picnic ideas.
- Maintain quality, variety, and presentation while staying within budget.

### **Trainings & Special Events**

- Provide food and beverage coordination for all volunteer trainings, Celebration Sunday, and other KidsGames events (e.g., *At the Movies*).
- Order, sort, and distribute food items efficiently and within budget.
- Oversee event setup, serving, and cleanup.
- Collaborate with Camp Managers on creative hospitality touches to enhance each experience.

## **Volunteer Oversight & Admin**

- Assist with volunteer recruitment prior to and during KidsGames.
- Schedule volunteers for food setup, serving, and cleanup teams.
- Maintain consistent communication with all volunteers—both adult and youth—before and during camp.
- Provide clear instructions, encouragement, and hands-on supervision to ensure excellent and joyful service.
- Oversee hospitality volunteers during camp hours, ensuring all needs are met and everyone feels cared for.
- Support Sunday information tables, including T-shirt distribution

## **Operations & Logistics**

- Maintain an accurate inventory of food, drink, and hospitality supplies.
- Place weekly orders and track all costs within the established budget.
- Label and store items by event or day for efficient access and distribution.
- Coordinate with the Camp Manager for approval of large or bulk purchases.

## **Sunday Setup**

- Manage the setup of water stations and hospitality areas.
- Ensure signage has been put up and supplies are prepared and ready for Monday Morning

## **Communication & Care**

- Respond promptly and professionally to questions or concerns from parents, leaders, and youth.
- Foster a warm, Christ-centered atmosphere where every volunteer and camper feels valued and supported.
- Communicate clearly with staff, volunteers, and families to maintain unity, clarity, and connection across all hospitality areas.

## **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.
- Experience in event coordination, food service, or hospitality (preferred).
- A heart for ministry and prior experience serving in a Christian or church environment. (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)

## **Additional Benefits during the 4 weeks of KidsGames**

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