

JOB DESCRIPTION

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

General Description

The KidsGames Juniors Coordinator will build, train, disciple, and direct the KidsGames Jr. teams before and during the four weeks of KidsGames. This person plays a key leadership role in ensuring that the KidsGames Jr. program (serving 4- and 5-year-olds) runs smoothly, joyfully, and in alignment with the overall vision and mission of KidsGames and North Coast Calvary Chapel. The Juniors Coordinator oversees all aspects of the Jr. camp experience—including activities, worship, and Bible time—while leading and supporting the volunteer team who serve in this area.

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

Specific Duties and Responsibilities

The Juniors 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 Jr Volunteers, coaches, POD leaders, and 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.
- Partner with the Assistant Juniors Coordinator to disciple, mentor, and encourage the Jr Volunteer team before and during camp.

Program Planning & Implementation

KidsGames Jr. includes four rotations—Sports, Creative (arts and crafts), Outdoor Play, and Indoor Play—plus Bible Time. Jr. campers participate in the same rotations each day, requiring five lessons per week for each area.

- Collaborate in brainstorming rotation concepts and planning age-appropriate activities.
- Draft the Jr. curriculum, including daily activity outlines and comprehensive materials lists.
- Develop detailed zone schedules and submit supply orders in coordination with the camp manager.
- Finalize weekly activity plans and assist with preparation and organization of supplies.
- Finalize rotation structures and ensure all areas are adequately staffed and equipped.

Volunteer Oversight & Admin

- Oversee volunteer placement to ensure each area and team member is fully equipped and appropriately assigned.
- Camper placement in partnership with the Jr. Assistant Co-ordinator.
- Resource, equip, and support Coaches, Small Group Guides, and Zone Leaders throughout camp, stepping in to assist as needed.
- Lead daily VIP (Vision, Information, and Prayer) time with all adult and youth volunteers prior to the start of camp each day.
- Assist in recruiting, assigning, and confirming Jr. coaches, guides, and helpers.
- Direct daily operations of the Jr. program, including managing Jr. staff huddles and transitions.
- Support Sunday information tables, including T-shirt distribution

Operations & Logistics

- Oversee the planning and organization of equipment and materials for all Junior zones.
- Maintain accurate supply lists and ensure all areas are prepared in advance.

- Supervise the set-up and tear-down of all rooms and zones before and after each camp 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.

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)

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