

JOB DESCRIPTION

Position Title:	KidsGames Juniors Production 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 Production Coordinator works alongside the KidsGames Juniors Coordinator to plan, organize, and deliver a fun, faith-filled, and well-executed experience for our youngest campers (ages 4–5). This role provides key leadership in the creative, technical, and logistical aspects of the Juniors large-group program—ensuring every story, song, and moment runs smoothly and joyfully in alignment with the mission and values of KidsGames and North Coast Calvary Chapel.

The Juniors Production Coordinator helps design and implement the program flow, oversees technical and media elements, and supports volunteers with clarity and care. Through strong organization, communication, and a heart for discipleship, this person helps create an environment where campers encounter God through engaging stories, worship, and play—while empowering volunteers to lead with confidence and joy.

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

Specific Duties and Responsibilities

Volunteer Recruitment & Development

- Assist the Juniors Coordinator with volunteer recruitment prior to and during KidsGames.
- Support the planning and facilitation of all Jr. volunteer training sessions.
- Encourage, disciple, and support the Jr. Volunteer team before and during camp.

Program Planning & Implementation

- Develop a preliminary production schedule and coordinate planning details with the Camp Manager.
- Begin assembling and leading the production team; schedule and facilitate the initial team meeting or Zoom session.
- Write story scripts, select song lists, and create a detailed list of technical and media requirements.
- Prepare slides and videos in coordination with the main KidsGames Production team.
- Attend volunteer training sessions and assist with setup and testing of all AV and production equipment.
- Oversee and conduct full tech rehearsals; finalize Large Group and Zone production schedules.
- Manage daily production flow, ensuring smooth transitions, program timing, and participant safety.
- Support logistics setup, AV management, and troubleshooting throughout the camp.
- Archive all slides, videos, and production media; document lessons learned and recommendations for future improvement.
- Maintain organized media files and provide a written summary report at the end of the event.

Volunteer Oversight & Admin

- Assist in organizing volunteer and camper placement in partnership with the Juniors Coordinator.
- Support Coaches, Small Group Guides, and Zone Leaders throughout camp by providing materials, guidance, and encouragement.
- Help lead daily VIP (Vision, Information, and Prayer) time alongside the Juniors Coordinator.
- Track attendance, maintain volunteer rosters, and ensure communication materials are updated and distributed.
- Support Sunday information tables, including T-shirt distribution

Operations & Logistics

- Assist in organizing and distributing equipment and supplies for all Junior zones.
- Maintain updated supply lists and communicate replenishment needs promptly.
- Help oversee set-up and tear-down of rooms and activity zones each day.
- Support smooth transitions and on-site logistics during camp.

Communication & Care

- Communicate clearly and kindly with volunteers, parents, and staff.
- Support a caring, Christ-centered environment where every child and volunteer feels valued.
- Assist in resolving minor concerns with professionalism and grace, referring larger issues to the Juniors Coordinator as needed.

Team Involvement Expectations

- Attend all scheduled team meetings.
- Work on-site at least once a week in the six weeks leading up to camp.
- Be available for all four weeks of KidsGames (or at least two full weeks if job sharing).
- Attend all volunteer training sessions.
- Meet assigned deadlines and maintain regular communication with the Juniors Coordinator.
- Participate in team lunches and dinners to foster community and connection.

Other Duties

- Assist with additional tasks and responsibilities as requested by the Camp Manager to support the overall mission and daily operations of KidsGames.

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

