



## JOB DESCRIPTION

<b>Position Title:</b>	<b>KidsGames Junior Captain (intern level)</b>
<b>Position Reports to:</b>	<b>Junior Coordinator</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>May - June 15:</b> As-needed preparation, training, and team meetings.</li><li>● In the weeks leading up to camp (May 15–June 12), you are expected to assist with camp preparation. If school is still in session, accommodations can be made; however, you are required to be available for at least one on-site prep day, onboarding, and volunteer training during this period.</li><li>● <b>June 15 - July 10:</b> 30 hours a week</li></ul>
<b>Rate/Salary:</b>	<b>Seasonal Non-Exempt Hourly \$17</b>

### General Description

The KidsGames Juniors Intern supports the KidsGames Juniors Coordinator and Assistant Juniors Coordinator in preparing for and running the KidsGames Jr. program, which serves 4- and 5-year-old campers. This role is designed to provide hands-on ministry experience through observation, assistance, and guided leadership development.

The Junior Captain assists with volunteer support, activity preparation, daily operations, and camper care before and during the four weeks of KidsGames. This role helps ensure that the Juniors program runs smoothly, safely, and joyfully, while allowing the intern to grow in leadership, teamwork, and discipleship within a Christ-centered camp environment.

This role blends leadership responsibility with relational ministry, giving youth leaders hands-on experience in discipleship, teamwork, and servant leadership. The ideal Junior Captain is a committed follower of Jesus who enjoys leading peers, caring for younger children, and serving as a positive role model.

### **Specific Duties and Responsibilities**

The Junior Captain's primary duties and responsibilities include:

#### **Volunteer Recruitment & Development**

- Work closely with the Coach Coordinator to support volunteer coaches across Sports and Creative Arts rotations.  
Provide encouragement, guidance, and hands-on support to volunteer coaches throughout the day so they can lead campers confidently and effectively.
- Step in to assist or lead an activity when a volunteer is absent or additional coverage is needed.  
Model Christ-centered leadership by serving with humility, joy, patience, and flexibility in fast-paced environments.  
Build positive relationships with volunteers, helping them feel supported, valued, and equipped to succeed in their roles.  
Reinforce clear expectations for activity leadership, safety, and camper engagement during daily check-ins and huddles.
- Be a steady, approachable presence for volunteers—available to problem-solve, encourage, and redirect as needed.
- Assist the Coach Coordinator with the training sessions, ensuring all Coach Volunteers 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.
- Develop intentional relationships with your volunteers, 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 volunteers, and campers, always reflecting professionalism and grace.
- Arrive prepared each morning to lead, assist and support a wide range of activities
- Check in with volunteers throughout the day to offer support, troubleshoot issues, and ensure smooth transitions between rotations.
- Assist with explaining rules, demonstrations, and activity flow when needed
- Ensure smooth end-of-day takedown and clean up of every station.
- Help prepare training materials and supplies for Jr. volunteer training sessions.

- Support Jr. Volunteers, Coaches, POD Leaders, and Small Group Guides during training and camp days.
- May be asked to step in and lead or assist an activity if a volunteer is absent.

## **Operations & Logistics**

- Prepare, organize, and distribute equipment and supplies as needed.
- Assist with daily set-up, tear-down, and storage of equipment and materials.
- Help maintain an organized inventory of supplies and communicate needs or shortages to the Coach Coordinator.
- Conduct end-of-week inventory checks and assist with restocking or reporting damaged or missing items.
- Help ensure shared spaces remain clean, safe, and organized throughout the camp day.
- Step in to help lead or assist an activity as directed when additional support is needed.
- In the weeks leading up to camp (May 15– June 12), assist with preparation and set-up as needed. If school is still in session, accommodations can be made; however, at least one on-site prep day is required.

## **Communication & Care**

- Communicate clearly and consistently with the Junior Coordinator regarding daily needs, challenges, and wins.
- Foster a Christ-centered, encouraging environment where volunteers and campers feel supported and cared for.
- Support daily Jr. program operations by assisting with transitions, schedules, and room readiness.
- Help with camper placement and organization under the direction of the Juniors Coordinator.
- Assist with check-in, dismissal, and general flow of Jr. areas.
- Support Jr. staff huddles and VIP (Vision, Information, and Prayer) time through set-up and logistics.
- Assist with Sunday information tables and T-shirt distribution as needed.

## **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**

- 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)