

Mt. Gilead Camp and Conference Center
Activity Coordinator Job Description

Reports to: Summer Director

Responsibilities:

General:

1. Cares for the needs of specialists, Counselors, and campers under her care.
2. Cooperates with other staff members.
3. Broadens the campers' interests.
4. Watches for and encourages spiritual life.
5. Keeps accurate records and reports as required.
6. Positively represents Christ and Mount Gilead in interactions with parents and visitors.
7. Assists the Director as assigned.

Specific:

1. Assigns staff to activity specialties according to their skills (information received from applications).
2. Notifies the Activity Specialists of assignments and gives training and support.
3. Determines what equipment and facilities are needed with the assistance of the Activity Specialist.
4. Meets with the Activity Specialist before camp to discuss policies of the activity and records to be kept.
5. Sets up a pre-camp training program for Counselors in areas of interest with the assistance of the Activity Specialists.
6. Prepares materials for camper activity sign-ups.
7. Signs campers up for activities according to available activities and within the camper:staff ratio of 7:1.
8. Files written activity procedures, weekly plans and evaluations of the activities.
9. Coordinates the weekly schedule for activities with assigned hours off and cabin coverage.
10. Plans the activity program to challenge and broaden the campers' interests in a variety of skills and outdoor experiences such that the camper receives satisfaction from the experience.
11. Checks the safety and health standards of each area throughout the summer and makes recommendations for improvements to the Director.
12. Orients activity leaders to their activity areas.
13. Counsels leaders in communicating with the girls through their activities.
14. Encourages leaders and evaluates their work with them.
15. Coordinates trip programs, staff, food, transportation, etc.
16. Assign staff to weekend duties as needed by the first week of camp.
17. Coordinate assignment of staff to planning of all-camp programs.
18. Provides sign up sheets for activities for cabin time, evening activities, cookouts, etc.
19. Develops an evaluation sheet for campers to fill out before leaving camp.
20. Assists in camper registration as assigned.
21. Communicates well and regularly with the Director.
22. Performs miscellaneous duties as assigned.

Desired qualities:

General:

- Understanding of the aims and philosophy of Mt. Gilead
- Love for girls
- Ability to get along with others
- Spiritual and emotional maturity
- Willingness to serve and perform tasks other than those assigned

Specific:

- Executive and organizational ability
- General knowledge of each activity