



JOB DESCRIPTION SKILLS COORDINATOR

Reports To: Summer Program Leaders
Date Created: February 17, 2017
Date Updated: December 5th, 2022

Department: Summer

SUMMARY STATEMENT

Skills Coordinators are trained, equipped, and passionate for the instruction of Summer Camp activities. Using their gifts and talents, they help provide a fun and adventurous environment for helping campers grow in skills and confidence. They also use the activities to build relationships and share the Gospel.

RELATIONSHIPS

Reports to: Summer Program Leaders

Internal Contacts: Activity Staff, Summer Leadership Team (Camp Life Leaders, Summer Ministry Leaders, Summer Program Leaders), Summer Guidance Team (Executive Director, Operations Director, Camp Health Officer, Camp Grandparents)

External Contacts: Parents/Caregivers, Guests, and Volunteers

QUALIFICATIONS/CRITERIA

1. Has a mature, personal commitment to Jesus Christ, and models Christian character in their daily life.
2. Is able and willing to share the Gospel.
3. Possesses a valid child abuse registry check and criminal record check, as required.
4. Interacts with guests, campers, and staff in a consistently pleasant and respectful manner.
5. Agrees/supports the Camp Arnes Mission Statement, Code of Conduct, and Statement of Faith.
6. Has experience with and passion for working with children and youth.
7. Has teaching/instructing experience in a specific skill.
8. Possesses a servant leadership mindset.
9. Is flexible with work hours as required to fulfill duties.
10. Is open to mentorship and growth.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

1. Requires prolonged sitting or standing.
2. Requires ability to work in adverse weather conditions, including rain, heat and cold.
3. Requires ability to lift and move objects weighing up to 25 kilograms.
4. Requires the ability to swim and spend prolonged time in the water.

SPECIFIC MAJOR RESPONSIBILITIES

PRE-SUMMER

1. Participates in and contributes to Staff Training Week.
2. Attends any training necessary prior to arrival at Camp. If asked to attend a training session, the cost will be covered by Camp Arnes.
3. Assists the Summer Program Leaders and Summer Ministry Leaders with the training of Cabin Leaders and other activity staff during Staff Training Week.
4. Assists the Summer Program Leaders with the set-up of activity areas (Boathouse, Archery shed, Ropes shed, etc.).

ONGOING

5. Participates with enthusiasm in various weather conditions.
6. Shows punctuality in all scheduled meetings, programming, activities, and meals.
7. Helps with the set up and take down of different programming, as assigned.

8. Keeps an ongoing inventory of all supplies in their activity area and notifies the Summer Program Leaders if something is running low or in need of repair.
9. Oversees the care and upkeep of the various skill areas around Camp, including but not limited to Ropes, the Boat House and Creator's Studio. Fills out maintenance requests as necessary in a timely manner.
10. Assists the High Ropes Coordinator with any inspections of gear or the course. Assists with arrow and bow repair at Archery when needed.
11. Ensures the safety of all campers while under their supervision. Fills out Incident Reports and communicates with Camp Life Leaders as necessary in a timely manner.
12. Builds relationships with the campers in the cabin in which they "buddy."
13. While instructing at aquatic activities, allows the Lifeguard to keep their attention on campers in the water.

WEEKLY

14. Attends Sunday evening staff chapel and activity staff meetings.
15. Shares accommodation with a cabin of campers as a Cabin Buddy.
16. Ensures their area in their accommodation is clean and tidy prior to camper arrival Monday morning.
17. Assists the Summer Program Leaders with the Monday checklist.
18. Ensures their activity area is clean and prepared for camper arrival Monday.
19. Participates in Tuesday and Thursday morning staff devotions.
20. Takes responsibility for knowing the schedules. Is ready and set up prior to the camper's arrival for instruction.
21. Conducts roll call at the start of each activity and gets to know the names of the campers in their activity or skill.
22. Maintains communication with the Summer Program Leaders and Camp Life Leaders regarding the performance of Cabin Leads instructing alongside them. If applicable, help, teach, coach and correct them as they go.
23. Attends Activity Staff meetings when scheduled.
24. Ensures all campers at the activity are properly dressed, including proper swimwear, sunscreen, etc. Promotes hydration.
25. Reports to the Summer Program Leaders each evening to assist with set up and execution of the evening game.
26. Ensures their activity area is put away each Friday.
27. Assists the Summer Program Leaders with the set up and execution of Fun in the Sun on Fridays.
28. Reports to the Summer Program Leaders to finish the Saturday list.

END OF SUMMER

29. Organizes inventory and puts away all program specific supplies, under the supervision of the Program Leaders.

GENERAL RESPONSIBILITIES

1. Communicates and models safe practices in all aspects of Camp.
2. Assists in additional duties when needed in other areas of Camp.
3. Shares their Christian life and character with campers as they can.
4. Encourages, honors and respects fellow staff and leaders.
5. Promotes an encouraging and fun environment.
6. Respects and maintains their designated accommodations.
7. Presents a professional appearance and attitude, especially in the presence of parents and guests.
8. Upholds all Camp Arnes policies and procedures.
9. Participates in the Saturday Celebration Meetings once campers have left.
10. Is connected to a church community and, whenever possible, attends church on Sundays.
11. Prays for and with those in need, both guests and staff.
12. Does every task with the highest quality and standards in mind.
13. Ensures their own safety as well as that of other workers and guests.
14. Buys into and displays Camp's model of challenge and growth.
15. Seeks out work when daily jobs are done.
16. Completes other duties as assigned by a supervisor.

Please note: the skill area in which you will instruct will be determined during the interview process. Please state whether you would like to instruct Ropes, Archery, Bikes, Wilderness, Sports, Waterfront, Arts & Crafts, Gardening, Woodworking, or Baking.