



Position Title: Day Camp Coordinator
Classification: Summer Position
Reports To: Program Director
Direct Reports: Cabin Leaders on Day Camp Program
Key Relationships: Activity Supervisor, Activity Team, Full Time Staff

Position Summary

The Day Camp Coordinator works directly for the Program Director. They shall primarily be responsible for all elements of the Day Camp Program. This includes but is not limited to assisting in the formation of weekly schedules and games; leading programs such as skits and verses; spiritual and physical care of cabin leaders on program; and the maintenance and organization of all program equipment.

Key Job Functions

Program Leadership

- Develop and execute all award opportunities presented each week.
- Develop and coordinate an effective camp schedule for the Day Camp program at Pine Ridge.
- Plan, practice, and execute engaging and innovative games and activities for campers.
- Lead all programmed elements of the camp schedule such as skits to begin chapels, group devotionals, and more.
- Be responsible for the organization and maintenance of all program equipment being used for the Day Camp program.
- Attend and participate in daily planning meetings which affect the program of the camp.

Spiritual Leadership

- Responsible to assist the Oasis Coordinator with the direction of all chapel services for the Day Camp and Oasis Camp programs.
- Provide spiritual care for the cabin leaders on the program.
- Conduct and lead daily cabin leader staff meetings.

Other Duties

- A summer staff member in a small organization like Pine Ridge is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
 - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
 - Assisting with housekeeping duties like cleaning, sweeping, and mopping.
 - Assisting with kitchen duties like dish washing, and food preparation
 - Assisting with cabin duties like cabin leading, free time monitoring, and spiritual direction.

Sample Schedule

8:00am- Breakfast	2:00pm- Craft Room
9:00am- Help Lead Morning Chapel	3:00pm- Rest Time
10:30am- Swimming/Paddle Boats	3:30pm- Free Time with Campers
12:00pm- Lunch	4:00pm- Group Game
1:00pm- Petting Farm	5:00pm- Campers Head Home

General Qualifications

- Agrees with the philosophies, policies, and procedures of Pine Ridge Bible Camp.
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- Is willing to forego personal rights for the common good of the camp and camper.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Be in good standing with a local church.

Specific Qualifications

- Is an adult at least 18 years old, preferably 21 years old or older.
- An adult who has proven competent abilities and experience in supervising a team.
- Preference given to applicants with at least one year of summer staff experience at Pine Ridge.
- Preference strongly given to applicants with lifeguarding certification or those willing to be certified.

Working Conditions and Physical Requirements

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of and responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).