



**JOB TITLE:** Kids Camp Coordinator

**EMPLOYMENT**

Start Date: May 26, 2024 (8 weeks, 35 hours per week)

**ACCOUNTABILITY:**

The Director of Young Families and Global Missions  
The Pastor of Spiritual Formation and Leadership Development

**OVERVIEW:**

As Camp Coordinator, you will have a key role in planning and executing the one-week Soccer Day Camp this summer. You'll recruit and train volunteer staff, ensuring 1:1 support for children who need it, and collaborate with our partner Athletes in Action. Additionally, you'll help supervise the RIDGEKIDS interns, and ensure they are prepared to run engaging activities for their age groups, while facilitating leadership development among the team.

**QUALIFICATIONS:**

- Fulfill the duties required of a member of Ridge Church
- Teachable attitude and humility to learn from others regardless of their positional authority
- Positive attitude about serving where needed
- Ability to effectively coordinate and project manage various events
- Ability to work in a team
- Ability to adjust plans as needs change
- Ability to coordinate teams of volunteers
- Is a clear communicator

**KEY RESPONSIBILITIES:**

**DAY CAMP**

- Planning and directing of one week-long themed day camp for kids ages 4-11
  - Oversee camp registration and related administration
  - Assist supervisors with recruitment and training of volunteer staff (leadership

development)

- Ensure there are volunteers able to provide 1:1 support for children who need it
- Work directly with our partner Athletes in Action (AIA) to run the sports camp
- Oversee and provide leadership to RIDGEKIDS Jr. & Families Intern (0-5-year-old's) and RIDGEKIDS & Families Intern (Gr 1-5) who will be assisting with day camp
  - Execute weekly meetings to plan and prep activities, lessons, and programming with the other interns on what will be happening with the age groups they oversee during the day camp
  - Ensure that the other interns are prepared and equipped to effectively run their programs for day camp

### **GENERAL RIDGEKIDS & RIDGEKIDS JR. PROGRAMS**

- Manage weekly Sunday morning program component
- Oversee communications with RIDGEKIDS volunteers and parents
- Various communication duties (social media, website, promotion of children's programs through internal and external means)
- Various administrative components (scheduling volunteers, running pre-service meetings, etc.)
- Assist with training and recruitment of volunteers
- Assist with the development and arrangement of the curriculum
- Oversee RIDGEKIDS Jr. & Families Intern (0-5-year-old's) and RIDGEKIDS & Families Intern (Gr 1-5)
  - Ensure the other interns are prepped each week for Sunday School
    - Emails sent, volunteers scheduled, crafts prepared, lesson plans written

### **OTHER EVENTS**

- Assist with the planning of other summer events for Families (Family Day Out, Summer Swing, etc.)
  - Prep all programming, materials and communication for families
- Attend each summer event and run the programming for families (dates to be determined)

### **COMPENSATION**

\$18 an hour