

Day Camp Leader Job Description – IOLBC

“To know Jesus Christ and to make Christ known to all”

Job Title: Day Camp Leader

Reports To: IOLBC Directors (for oversight and guidance), Director of Programs (for employment), Day Camp Coordinator (for supervision and support), Program Directors (when serving or staying at camp), Local Day Camp Directors (for specific church guidelines and support) and fellow staff members (for accountability).

Summary of Position:

Day Camp Leaders lead a team of counselors to put on Day Camps (VBS) each week at participating churches. These churches are primarily within a 4 hour driving distance from camp. This includes communication with the local directors at participating churches prior to the week of Day Camp to make sure everything is in order, get final numbers, etc. It also includes preparing all day camp supplies prior to departure (i.e. skit props, craft supplies, etc.). The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers’ needs and who prayerfully support each other and campers. Day Camp Leaders are privileged to let God work through them in this outreach ministry of the camps as we seek “To know Jesus Christ and to make Christ known to all.”

Essential Job Requirements:

- Attend leadership training week, full 2-week session of staff training and full summer session (unless special arrangements are made in advance)
- Meet at least weekly with the Day Camp Coordinator and other DC Leaders to connect and prepare for the following week.
- Conduct daily meetings with counselors to make any necessary preparations for the day
- Prepare supplies for all major games and activities or designate appropriate staff to do so.
- Lead large group games and activities, or designate appropriate staff to do so
- Make necessary announcements, and lead campers and staff through all major transitions in the daily schedule
- Communicate clearly with IOLBC Day Camp Coordinator, Local Day Camp Directors, staff and campers.
- Ensure safety for campers and other staff by following IOLBC’s Safety Policies
- Enforce positive discipline and conflict resolution while on Day Camps
- Build encouraging relationships with other counselors and staff

Required Education:

- High School Diploma or Equivalent
- 1 Year of College or Work Experience Preferred

Required Experience:

- Must have some previous leadership experience
- Must have some ministry related experience

Required Skills:

- Must possess good interpersonal skills

- Must be able to communicate clearly with IOLBC Day Camp Coordinator, Local Day Camp Directors, staff and campers.
- Must communicate a strong understanding of Christian teaching and theology
- Must communicate a strong knowledge of the Bible
- Must have strong organizational skills

Other Helpful Skills:

- Musical Instruments (Guitar, Drums, Piano, Violin, Trumpet, etc.)
- Singing
- Drama/Skits/Acting
- Lifeguarding
- Crafts
- Leading Games/Activities
- Writing and Leading Bible Studies

Physical Requirements:

- Must be able to move around churches and off-site with the campers throughout each day
- Must be able to participate in camp activities for 14-hour days (with scheduled breaks)
- Must care for themselves in order to be alert, creative, and energetic.
- Must be able to live in group housing with other staff of the same gender, with some accessibility accommodations. Must also be able to stay in different host homes throughout the summer on Day Camps.

Mental Requirements:

- Must maintain a positive attitude at all times
- Must be willing to step outside comfort zone
- Must be willing and ready to serve in any way needed to ensure a good camp experience
- Must be willing to fulfill occasionally assigned weekend duties

Supervisory Responsibilities:

- Day Camp Leaders are expected to supervise the Senior and Junior Counselor staff who travel with them, empowering them to ensure safety, create community, guide social expectations, and teach Biblical truth during the day camps. Day Camp Leaders are also expected to lead staff in maintaining positive, grateful relationships with host families.
- Day Camp Leaders are also expected to supervise any local volunteer helpers at the day camp and work to build positive relationships with the youth and other adult leaders. They are to display a positive model of Christian living for all as they lead by example and service to help campers feel welcomed and engaged.

Working Conditions and Expectations

Day Camp Leaders are expected to:

- Claim Jesus Christ as Lord and Savior and conduct yourself at all times as a representative of Christ and His ministry
- Wear camp nametags throughout the week.
- Dress modestly and neatly, with care to conceal undergarments (i.e. no spaghetti-strap tank tops, no low riding pants, one-piece swimsuits, etc.).

- Remain on camp premises when at camp unless designated a free night or given permission by a program director.
- Work with all staff members to make sure camp property is cared for, effective, safe and clean.
- Refrain from pursuing new dating relationships with other staff members until after the summer.
- Abstain from sexual activity (except within marriage between husband and wife).
- Abstain from drugs, alcohol and tobacco for entire summer contract period.
- Teach and support theology that is consistent with Ingham Okoboji Lutheran Bible Camps.
- Pray regularly for the camps, the staff, and the campers.

In addition:

- On camp premises you may only play Christian music out loud
- Only movies with a rating of PG-13 or LESS (G, PG) may be played on camp premises.
- 12 a.m. curfew Saturday through Thursday nights.
- 1 a.m. curfew on Friday nights.

Last revised 12/3/13 - DGA