

# **Recreation Coordinator Job Description**

The Recreation Coordinator brings the “fun” to camp life. They are an important part of the creative aspects of camp, including large group activities, recreation parties, and rec rotations. They serve as a part of the Summer Planning Team (SPT) for the summer, which offers feedback on staff assignments and support the Family Group Leaders. The Recreation Coordinator reports to the Director and Assistant Director.

## **Responsibilities**

1. Develop fun engagement with all family groups using age appropriate activities to support the summer theme.
2. Manage the organization, registration and implementation of rec rotations (formerly interest groups).
3. Organize and manage talent shows.
4. Plan a weekly “All Camp Rec Game” which involves creative activities that build throughout the week.
5. Manage Song and Sweep.
6. Organize camp around rainy-day activities.
7. Coordinate summer theme activities with the Worship Coordinator.
8. Creatively engage the FGLs and their groups each week with out-of-the-box fun activities.
9. Plan amazing “Fun withs” utilizing Support Staff
10. Track all program equipment and supplies for overnight camp and order new supplies working with the Assistant Director.
11. Organize the Friday Night Slide Shows and develop fun endings to each week.
12. Organize the 4<sup>th</sup> of July celebration and Camp Opportunity Round-robin.
13. Manage Birthday celebrations.
14. Assist with Sunday check-in and Saturday check-out.
15. Serve on Summer Planning Team (SPT)
16. Support Staff Training with creative fun activities.
17. Practice and enforce all camp safety regulations and emergency procedures.
18. Abide by all camp policies and covenant agreement.
19. Responsible for the health and well-being of self and campers.
20. Perform all other duties and roles assigned by the Director and Assistant Director.

## **Specific Duties**

1. Develop fun engagement with all family groups using age appropriate activities to support the summer theme.
  - Work with the Worship Coordinator to develop creative ways to emphasize our mission and theme
  - Interact on a personal level with as many Family Groups as possible.
  - Creatively engage the FGLs and their groups each week with out-of-the-box fun activities.
2. Manage the organization, registration and implementation of rec rotations (formerly interest groups).
  - Manage sign-ups by engaging FGLs at meal times
  - Create new groups and ideas
  - Plan a few joint, “mega rec nights”
3. Organize and manage talent shows.
  - Manage the sign-up list, assist with props, set up sound equipment
  - Coordinate with Director and Assistant Director about show plans
  - Have rainy day crew ready to move the show
4. Plan a weekly “All Camp Rec Game” which involves creative activities that build throughout the week.
  - Using creativity, plan some major event that all of camp can participate in each week
  - This game is not meant to *be everyone together*, but rather a game that can be played during down time during the week and accumulate points for a final prize at the week’s end
5. Manage Song and Sweep
  - Working with the Logistics Coordinator, plan times for song and sweep
  - Manage the singing of songs and announcements during meal changes
6. Organize camp around rainy-day activities.
  - The Rec Coordinator runs point on rainy days
  - Plan NEW activities for the season and train staff on them
  - Refresh fun shed with rainy day resources
7. Coordinate summer theme skits with the Worship Coordinator.
  - Support the Worship Coordinator with fun skits that emphasize the theme

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8. Plan amazing “Fun withs” utilizing Support Staff
  - Schedule several groups each week for “fun withs”
  - Assist support staff in connecting with groups and offering “fun withs”
9. Manage Program Equipment and Supplies
  - Track all program equipment and supplies for overnight camp and order new supplies working with the Assistant Director.
  - Assist FGLs by resourcing them with any supplies needed
10. Organize the Friday Night Slide Shows and develop fun endings to each week.
  - Work with the Media Specialist to organize slide shows setup
11. Organize the 4<sup>th</sup> of July celebration and Camp Opportunity Round-robin.
  - Assign Support Staff roles and responsibilities
  - Manage 4<sup>th</sup> of July Supplies
  - Run Rotation
12. Manage Birthday celebrations.
  - Make birthdays awesome
  - Plan snack with kitchen
13. Assist with Sunday check-in and Saturday check-out.
  - Assist in whatever role is needed during setup and cleanup. Arrive by 1 PM on Sundays.
14. Serve on Summer Planning Team (SPT)
  - Join in weekly planning meetings and give feedback into staff roles and camp needs
15. Support Staff Training with creative fun activities.
  - Bring FUN to training!
  - Plan social nights
  - Plan minglers, staff interactions
16. Practice and enforce all camp safety regulations and emergency procedures.
  - Maintain group/staff control at specialized group activities so that other support staff can focus on safety.
  - Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
17. Abide by all camp policies and covenant agreement.
  - Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
  - The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa’s policies.
18. Responsible for health and well-being of self and campers.
  - Rec Coordinator is responsible for meeting your own personal health and hygiene needs, including, taking prescribed medications. You are also responsible for communicating with the Director or Assistant Director when they need breaks.
  - When working with family groups, help escort campers to the nurse to treat injuries/illnesses outside of your level of care or training.
19. Perform all other duties and roles assigned by the Director or Assistant Director.
  - Things come up. Be flexible!