

Community Life Coordinator Job Description

The Community Life Coordinator is responsible for fostering community among campers, staff, and volunteers through fun activities and events as well as through encouraging spiritual growth in the life of campers and staff. Using their unique gifts, they are expected to develop activities, events and worship services that will challenge our campers in their faith and allow staff to deepen their relationship with God. They embody the phrase, “This is the day that the Lord has made. Let us rejoice and have *fun* in it.” They emphasize *Sharing the Light of Christ* at Camp Tekoa. The Community Life Coordinator will work with International Staff and assist them with any needs they have during their stay. The Community Life Coordinator will be a musician who leads both the fun music and the worship music at camp. 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 Community Life Coordinator reports to the Director and Assistant Director.

Responsibilities

1. Coordinate weekly opening night and closing night campfires.
2. Be responsible for music at camp.
3. Working with SPT, develop a creative Wed night program for Elementary campers.
4. Oversee distribution of Devotional materials for morning watch.
5. Coordinate with and support Pastors of the Week.
6. Manage the organization, registration and implementation of rec rotations (formerly interest groups).
7. Organize and manage talent shows.
8. Manage Song and Sweep
9. Organize camp around rainy-day activities.
10. Manage Program Equipment and Supplies
11. Creatively present the *Theme of the Day* and *Scripture of the Day*.
12. Manage all mealtime announcements and flow.
13. Coordinate Staff prayers and devotional life.
14. Develop a Middle School praise night.
15. Support Missional Life.
16. Manage Birthday celebrations.
17. Support family groups by leading devotions, meditation hikes, and prayer walks.
18. Oversee Summer Offering.
19. Organize the 4th of July celebration and Camp Opportunity Round-robin.
20. Plan amazing “Fun withs” utilizing Support Staff
21. Assist with Sunday check-in and Saturday check-out.
22. Serve on Summer Planning Team (SPT).
23. Support Staff Training with creative worship activities.
24. Support Staff Training with creative fun activities.
25. Support International Staff.
26. Develop Staff Closing Worship.
27. Practice and enforce all camp safety regulations and emergency procedures.
28. Abide by all camp policies and covenant agreement.
29. Responsible for the health and well being of self and campers.
30. Perform all other duties and roles assigned by the Director and Assistant Director.

Specific Duties

1. Coordinate weekly opening night and closing night campfires.
 - Assemble a team of support staff to lead music
 - Develop creative ideas to articulate the theme at opening and closing campfires
 - Resource Pastors of the Week and assist them at campfires
 - Write dramas, skits or object lessons to convey the summer theme
 - Involve support staff members, FGLs, LITs, and campers in campfire activity, theme concepts
2. Be responsible for music at camp.
 - Coordinate musicians on staff to facilitate a worship service at opening & closing campfires and closing candlelight ceremony. Organize and lead both the silly songs and the worship songs.
 - Serve as worship music band leader
 - Work with the Director, Assistant Director, other Support Staff, and Pastors of the Week to foster an organized flow to the worship services at campfires and closings candlelight services

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- Work with other support staff to schedule musicians time to practice music
 - Facilitate worship music practice
 - Teach others the songs for camp
 - Be the point person for The Camp Tekoa Song on the opening night of each session
 - Coordinate meal time blessings. Help teach them. Either lead them before meals or coordinate others to lead them
 - Organize Song & Sweep for Family Groups singing a song at breakfast time and dinner time
 - Organize and lead the music for TKO Elementary School Song & Smore. Lead both the silly songs and the worship songs.
 - Organize, facilitate, and lead the music on closing morning for breakfast time: singing “Rise and Shine” and all the meal time blessings until all have gone through the serving lines.
 - Organize, facilitate, and lead the singing of “If I Had a Hammer” on closing night before the weekly slideshow.
3. Working with SPT, develop a creative Wed night program for Elementary campers.
 - Develop a creative program in the place of Song and S’more night
 - Coordinate teaching or lead a devotional at the Wed night program
 4. Oversee distribution of Devotional materials for morning watch.
 - Working with the Director and Assistant Director, provide all supplies needed for each camper, including Adventure and Overnight campers during morning watch
 - Print Devos on Opening Nights and distribute Devos to FGLs on a weekly basis
 - Provide Bibles, crayons or other markers as needed
 5. Coordinate with and support Pastors of the Week (POWs).
 - Communicate the POW schedule, working with the Logistics Coordinator
 - Integrate POWs into the life of the camp, including meal times, morning announcements and other creative ways
 - Check in with the POWs on a daily basis and check on their needs
 6. 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”
 7. 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
 8. 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
 9. Organize camp around rainy-day activities.
 - The Community Life Coordinator runs point on rainy days
 - Plan NEW activities for the season and train staff on them
 - Organize large group games and activities in the Pavilion for heavy rain days (for examples: trivia, mini talent show, contra dance, square dance, line dance, improv games, captain’s coming, skits, karaoke, etc.)
 - Work with Waterfront Director and Lifeguards on thundered out activities.
 - Refresh fun shed with rainy day resources
 10. Manage Program Equipment and Supplies
 - Track all program equipment and supplies for overnight camp and submit to the Assistant Director orders for new supplies.
 - Assist FGLs by resourcing them with any supplies needed
 11. Creatively present the *Theme of the Day* and *Scripture of the Day*.
 - Find new ways to incorporate the theme and scripture
 - Write dramas, skits or object lessons to convey the *Theme of the Day*
 - Highlight the *Scripture of the Day* at meal times.
 12. Encourage staff and build staff community
 - Working with the SPT, find ways to encourage staff throughout the summer
 - Develop Moral Boosting events for staff (surprise ice cream parties during a break time, for example)
 - Write notes, provide small gifts and creatively encourage all staff

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- Working with the SPT, help schedule staff breaks.
- 13. Coordinate staff prayers and devotional life.
 - If possible, lead a weekly bible Study or devotional time for support staff
 - Coordinate nightly prayer time for support staff
- 14. Develop a Middle School worship night (like Shiprec [worship & recreation])
 - Working with SPT and other support staff, on Tuesday nights, plan an event that actively engages campers in their faith.
 - Coordinate teaching or lead a devotional at the Tuesday night program.
- 15. Support Missional Life.
 - Be present at offsite High School TKO Service Projects
 - Lead Day Campers on a few mission projects, as schedule allows
 - Offer other service projects around camp for family groups at master scheduling
 - Teach devotions about faith in action through stewardship, service, and care for others
- 16. Manage Birthday celebrations.
 - Make birthdays awesome
 - Plan snack with kitchen
- 17. Support family groups by leading devotions, meditation hikes, and prayer walks.
 - Make yourself available to be scheduled for devotionals during the week with family groups
 - Lead short devotions and songs at campouts
 - Coordinate prayer walks and other creative planning for family groups
- 18. Oversee Summer Offering.
 - Working with the Assistant Director and Executive Director, comminate with all campers and staff about the summer offering
 - Announce the offering throughout the week in creative ways
 - Prior to Talent Show night, work with the Store Manager and office administrative staff to prepare paper slips and store accounts for campers to decide if and how much they wish to donate during Talent Show.
- 19. Organize the 4th of July celebration and Camp Opportunity Round-robin.
 - Assign Support Staff roles and responsibilities
 - Manage 4th of July Supplies
 - Work with Assistant Director and Executive Director to order supplies or book rentals (like dunk tanks or inflatable slides)
 - Run Rotation
- 20. 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”
- 21. 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.
- 22. Serve on Summer Planning Team (SPT)
 - Join in weekly planning meetings and give feedback into staff roles and camp needs
- 23. Support Staff Training with creative worship activities.
 - Coordinate the Staff Training Worship services
 - Coordinate Staff Training Campfires
 - Develop creative activities throughout staff training to assist our staff in growing in their personal walk with Christ
- 24. Support Staff Training with creative fun activities.
 - Bring FUN to training!
 - Plan social nights
 - Plan minglers, staff interactions
- 25. Support International Staff
 - Communicate with International Staff prior to the start of summer, to help answer any questions they may have prior to arrival. Communicate with International Staff throughout the summer. Make sure they understand how to get their needs met.
 - Help the Director and Assistant Director with the International Staff Orientation meeting.
 - Assist International Staff with their paperwork and banking needs.
 - Make yourself available to help answer questions for International Staff throughout the summer.

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- Help arrange travel for international staff during the summer. This may include driving a designated camp vehicle to help international staff get to destinations on weekends for shopping, meals, fun activities with other staff. This may include coordinating other staff to drive International Staff. Be sure that International Staff are include and not left behind.
26. Develop Staff Closing Worship
- Working with the Director, Assistant Director, and the rest of SPT, develop a Staff Worship Service experience that helps staff to process the summer and reflect on God's work in their lives
27. 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.
28. Abide by all camp policies and covenant agreement.
- Camp policies can be sent out prior to staff training and are 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.
29. Responsible for health and well-being of self and campers.
- Community Life 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 breaks are needed.
 - When working with family groups, help escort campers to the nurse to treat injuries/illnesses outside of your level of care or training.
30. Perform all other duties and roles assigned by the Director or Assistant Director.
- Things come up. Be flexible!