



Job Title: Day Camp Administrator

Classification: Temporary- up to 6 weeks (June 7-July 20, 2018) - Salaried

Position Purpose:

This position works alongside the Day Camp Coordinator and is responsible for all administrative functions of the Day Camp program. This is a mission experience that contributes to the fulfillment of the objectives of the program ministry.

Essential Job Functions:

- Oversee the creation and management of program materials such as camper booklets, small group leader notes, and other program documents.
- Communicate and coordinate with churches and bus drivers for the pick-up and drop-off of campers.
- Communicate with parents focusing on feedback from the camper's experience and handling issues.
- Partner with the Day Camp Coordinator to prepare for and lead Day Camp programs.

Other Job Duties:

- As a member of the staff, you will assist with weekly preparation of the camp for the next group of volunteers and campers.
- Be available and willing to run/participate in the camp programs.

Relationships:

Communicating with the Day Camp Coordinator and Program Coordinator will be critical. You will have the opportunity to work with volunteers and Junior Staff.

Equipment Used:

Equipment needed to run activities, golf carts

Qualifications:

Candidate should be minimum 18 years old and be out of High School one year.
Candidate should have the necessary knowledge, skills, and abilities that pertain to the position.
Candidate should have and be able to communicate a relationship with Jesus Christ.
Candidate must be able to honor the Camp Conquest Statement of Faith and Core Values.

Physical Aspects of the Job:

Candidate should be able to function in a natural, outdoor environment. Camp itself involves a lot of walking and requires good management of down time.

For more information about this position and the application process, please visit www.camconquest.org or contact Steve Weaver at steve@camconquest.org or 717.342.7175.