

Summer Program Coordinating Team

Overall Purpose

The Summer Program Coordinating Team is at the head of programming for Kids Camp. They support the planning and delivering all the games, sessions, and other fun, keeping to each week's theme and setting the stage for the Camp Kahquah experience! They also support recruitment, training, and leadership for summer staff and the Student Development programs.

While responsible for programming, the Summer Program Coordinating Team will not personally complete all the tasks necessary for program success and leadership and training. Camp Kahquah has a history of (and high esteem for) volunteers operating in program leadership roles. The Summer Program Coordinating Team is more likely to coach, encourage, and lead others to perform many of the necessary tasks.

Responsibilities

- Oversee, alongside the Executive Director and pertinent senior staff, the hiring process for all summer volunteers
 - Make reference calls and decisions based on staffing needs and previous camp experience
 - Determine the number of volunteers and staff needed for:
 - Programming, such as Cabin Leaders and program directors
 - Student Development programs
 - Maintenance staff
 - work with Waterfront Director if needed for waterfront positions
 - Ropes Coordinator, worship leader(s), and any other positions
 - Assist in recruitment of CREW and Aspire Directors and Leaders
- Plan and implement Staff Training with the support of the Executive Director and other key leaders
- Provide oversight for Staff Training of the different majors/activities that Camp Kahquah has to offer
- Provide team building opportunities/activities during Staff Training
- Ensure major/activity leaders are prepared with a weekly plan and required supplies
- Oversee Staff Training for one-week volunteers – a 1- to 2-hour session on Sunday afternoon
- Help staff develop skills needed to make good decisions and be forward thinking
 - Rotate between majors/activities; come alongside those who may be struggling; and provide suggestions, support, and encouragement, ensuring programs are to the highest quality that we can offer
- Help each leader be the best leader they can be
- Recruit camp pastors for Kids Camp and Student Development weeks, including the Staff Retreat
- Recruit, coach, and mentor Program Directors for each week of Kids Camp

Responsibilities (continued)

- Lead (or delegate leadership of) staff team meetings each morning of summer camp, when necessary
- Directly or indirectly support and supervise members of the summer staff team in July and August
- Work with the Executive Director, when necessary, to direct and lead the CREW and LIT programs
 - With Directors, select CREW and LIT participants from the list of applicants, pending approval of the Executive Director
 - Assist in planning and supporting LIT leadership during the LIT training weekend in May
 - Oversee the CREW and LIT programs throughout the month of July
 - Act as a direct supervisor for CREW and Aspire Directors and programs
 - Provide ongoing direct and indirect support for CREW and Aspire Leadership programs as needed
 - Continue to review, develop, and evaluate CREW Curriculum as needed
 - Manage CREW and Aspire exit reviews for next year's recommendations, including an evaluation from Leaders for each participant
 - Provide ongoing direct and indirect support to CREW and LIT Leadership
- Create room assignments, personal schedules, and curfew check schedules each week for individual summer staff
- Provide ongoing direct and indirect support to Kids Camp programming staff and programs
- Add creative programming components (as appropriate) each year
- Oversee the maintenance of program areas such as the ropes courses, archery, mountain bikes, etc.
- Oversee the safety and planning of out-trip ministries (i.e., Outdoor X)
- Oversee the creation and planning of specialty camps if running (e.g., Bravo)
- Meet with the Executive Director a minimum of once a week to update on staff issues and performance
- Plan and implement Staff Appreciation events/activities between camps every weekend of Kids Camp, with an extra emphasis on the weekend between Quest and Blaze
 - Create ways to celebrate/recognize successes, helping to build a culture of teamwork and appreciation (e.g., staff mail files, staff awards)

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Relationships

The Summer Program Coordinating Team is responsible for and in charge of all programming staff. Please refer to the Camp Kahquah Staff Flowchart to see their hierarchy in relation to other leadership and volunteer positions. The Summer Program Coordinating Team reports directly to the Executive Director and will also work in close relationship with other Senior Staff members when there are matters pertaining to running programming events. These relationships include:

- Waterfront Director, Assistant Waterfront Director, Lifeguards (when extra guards are needed, games, etc.)
- Facilities Manager, Maintenance staff (making campfires for night events, helping set up for games, etc.)
- Program Directors, CREW and LIT staff, and Cabin Leaders
- Administrative Assistant
- Head Cook
- Facilities Manager

Qualifications

The Summer Program Coordinating Team should have extensive experience in the area of programming at Camp Kahquah. It is highly recommended that those on the Summer Program Coordinating Team be a graduate of the CREW and LIT programs at Camp Kahquah and have experience in both Kids and Family Camp programs. Suggested camp experience is 3-5 years post-graduation of CREW and LIT, and has been involved in some, if not all, of the following camp positions:

- Cabin Leader
- CREW Leader
- LIT Leader
- CREW or LIT Director
- Programming Director
- Involved in Family Camp programming
 - general programming staff
 - teen programming
 - children's programming