

Day Camp Manager Week Walk Through

The Day Camp Manager (DCM) job is one of the most logistically intensive jobs at Mountain T.O.P. This person will work with Day Camp Ministry Coordinators (DCMCs) in the Day Camp operations in a Mountain T.O.P. camp. The DCM manager reports directly to the Director of the camp on a daily basis. The Day Camp Support Staff may be utilized as a resource when needed for help with community contacts, or questions about curriculum. The director is still ultimately responsible for the smooth operation of Day Camp. The following should give you an idea of what a typical week for a DCM looks like with brief explanation of each job function.

After training a DCM's job will typically begin on a Wednesday morning. (The first camp week is an exception; it begins on Tuesday for adequate preparation for camper arrival.)

❖ Pre-Camp

- ☒ Wednesday – Friday
 - Prepare for campers arrival
 - work with MCs to finalize operations, and staff bonding
 - finalize field budget
 - Work with DCMCs and sister staff manager to plan programming around curriculum and scriptures.
 - Inspire confidence in DCMCs program facilitation.
 - Make sure adequate material and supplies are ready in Elroy for games and activities for the following week
 - Help sister staff as necessary (i.e. celebration, hospital visits)
 - Confirm Field trips sites
 - Coordinate Van Routes with MCs
 - In charge of filling up seat belts so we can impact the most children.
 - Be in communication with and help sister staff with end of week DC needs
 - About projects from their week that may roll over to yours
 - About material needs and county business relationships
 - About tool shed status

- ☒ Saturday – Finalize preparations for campers
 - Coordinate any last minute registrations, final payments for DC children
 - send DCMCs on Van Routes,
 - Finalize seatbelt counts
 - Help sister staff end their camp week successfully

- Work with staff to ensure camp facility is prepared - Bathrooms, sleeping quarters, Dining hall, common areas clean
- HAVE FUN – staff goes on Rest and Relaxation (R&R) that evening when all necessary preparations are complete

❖ **Camp Week**

- ☒ Sunday – campers arrival
 - Make campers feel welcome- Do whatever possible to ensure Christian Community atmosphere is present
 - Recieve Day Camp supplies and materials from DC Vans
 - Give Day Camp speech
 - Assist with any Program roles
- ☒ Monday – Friday
 - Coordinate Fishcrate distribution to Youth Renewal Groups (YRGs DC teams) in the morning (refill supplies as necessary)
 - Coordinate with VISTA assistance
 - Fill any new spots and Adjust Van Routes accordingly
 - Ensure YRG is equipped for the job and that the family is happy
 - Prepare Kitchen staff for expected Celebration numbers
 - Monitor Day Camp Site Safety and Discipline
 - Keep track of DC operations spending
 - Manage coordinators on their paperwork and data entry
 - Remind Field trips sites we're coming
 - Reach out to future field trip sites.
 - Help Sister staff in whatever way possible
 - Assist with any evening program roles

❖ **Post Camp**

- ☒ Saturday
 - Coordinate any remaining follow ups/fee collections/backpack deliveries
 - Help Sister staff if needed with Van Routes/Application pick up
 - Ensure all paperwork is complete and ready to hand over to the director
 - Perform collaborative reviews – review and compose Plan of Action
 - HAVE FUN – staff goes on Rest and Relaxation that evening when all necessary details are complete
- ☒ Sunday
 - Staff will go to church collectively
 - All paperwork must be done and handed to Director
 - Your break will begin Sunday after church and last until Wednesday at 9:00am