

Day Camp Ministry Coordinator Job Description

The Day Camp Ministry Coordinator (DCMC) job is one of the most exciting jobs that Mountain T.O.P. has to offer. This person will work with other MCs and managers for both Day Camp and program operations in a Mountain T.O.P. camp. This person will have a greater amount of exposure to the participants in camp than any other position on the staff. DCMCs are in a special position to be part of a network of formation to the children in our service area. The following should give you an idea of what a typical week for a DCMC looks like.

❖ Pre-Camp

- ☒ Wednesday – Friday - Prepare for campers arrival and staff bonding
 - Work with Day Camp Manager (DCM) to finalize field operations
 - Make 2nd visit to families to confirm Day Camp Children needed (collect forms and deposits/fees)
 - Visit Field Trip sites
 - Plan games and activities around daily themes and scriptures with DCM
 - First visit families to find new children
 - Help sister staff as needed
 - Work with Program Manager (PM) to plan week's programming
 - Develop worship ideas and assign roles
 - Develop nightly games and activities and assign roles
 - Practice group discussion facilitation

- ☒ Saturday – Finalize preparations for campers
 - Make any final confirmations
 - Run Van Routes
 - Help sister staff end their camp week successfully
 - Ensure camp facility is prepared -Bathrooms, sleeping quarters, Dining hall, common areas clean
 - HAVE FUN – staff goes on Rest and Relaxation that evening when all necessary preparations are complete

❖ Camp Week

- ☒ Sunday – campers arrival
 - Make campers feel welcome
 - Facilitate games and activities throughout the day
 - Facilitate Youth Renewal Group (YRG) breakdown(dividing into teams)
 - Get to know campers and do everything you can to provide a Christian Community atmosphere
 - Introduce YRGs to themes and Day break planning
 - Take part in worship

- Put campers to bed and turn lights out in cabins
- ☒ Monday – Friday
 - Coordinate camp cleaning with Major Group in the morning
 - Prepare sites to receive DC YRGs and fish schools for each day’s activities (opening circle, songs, games, and devotionals, closing circle, etc.)
 - Monitor YRGs interactions with children encourage and correct as needed.
 - ensure a safe environment
 - Guide YRGs and children in DC programming
 - Facilitate Field Trip interactions.
 - Help Sister staff in whatever way possible
 - Return to camp and facilitate program roles (games, community fun, worship)
 - Put campers to bed and turn the lights out in cabins
 - Nightly program and field meetings
 - Facilitate Friday Celebration
- ❖ **Post Camp**
 - ☒ Saturday
 - Finish up any follow ups and any paperwork
 - Perform Collaborative Reviews – review and compose Plan of Action
 - Help Sister staff if needed with confirmations and deliveries
 - 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 or Managers
 - Your break will begin Sunday after church and last until Wednesday at 9:00am