



Activities Lead

Job Description and Expectations

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The Activities Lead is primarily responsible for ensuring that the archery, skate park, and arts and crafts activity areas run smoothly, efficiently, and safely for all programs. Additionally, the Activities Lead directly supervises the Activities Team. Along with several year-round staff, the Activities Lead trains, supervises, coordinates and cares for the Activities Team. They will also work with the Activities Team and Program Leads to brainstorm and carry out specific activity times and lead skills for 7th-9th grade campers with knowledge and creativity.

Supervised by: Logistics Team

Supervises: Activities Team and Jr. Activities Team

Specific Expectations

- Know how to confidently lead each activity area and how to coach campers of all ages (kindergarteners through high school graduates) to improve or try a new strategy.
- Be an expert on the rules and standards for each activity area, including an awareness of the age requirements and mandated safety equipment for each activity.
- Lead and supervise the Activities Team and Jr. Activities Team and communicate clearly with them as you offer guidance, correction, advice, and encouragement.
- Conduct mid-summer and end-of-summer conversations with other summer staff, possibly including the Activities Team and Jr. Activities Team.
- Work with your team to be creative and make the activities for each week unique.
- Manage your schedule and plan your daily tasks wisely. Be early to the activities you are running, prepping, or cleaning up, especially for free time.
- Complete administrative and organizational tasks.
- Oversee and maintain clean, safe and efficient activity areas.
- Maintain equipment and keep accurate logs.
- Be a good steward of the equipment and supplies. Communicate with the Activities Team members and Logistics Coordinator to ensure that an adequate stock of supplies is maintained.
- Communicate with Program Leads to ensure that their expectations regarding activities are being met and to improve campers' experiences as necessary.
- Set up and help with the execution of big games, activities and events, ensuring that the necessary supplies and spaces are available at the appropriate time.
- Coordinate with year-round staff and Logistics Director on any guest group usage of activity areas.
- Lead a discipleship group of counselors and support staff, as directed.
- Occasionally, some high school-aged Alpha campers may assist with activities. Communicate well with them, show them the ropes of the activity area, delegate tasks to them so that their time is used well, and help them to understand how their responsibilities are affecting campers and Covenant Harbor as a whole.

Requirements

- Be at least 20 years old by May 20, 2022.
- Be available to live onsite at Covenant Harbor from May 20 to August 11, 2022.
- Experience and skills in interacting with elementary, middle school, and/or high school students.
- Experience leading peers.
- Ability to pass a background check.
- Strong interpersonal, communication, and leadership skills.
- Must be able to participate in potentially strenuous physical activities.

General Expectations for All Summer Staff:

- Cultivate a growing, healthy, and mature personal relationship with God.
- Be flexible. The nature of camp is that things come up unexpectedly and plans must be adjusted. Be willing to shift as directed by supervisors.
- Form positive, caring, healthy, appropriate relationships with supervisors, peers, and campers. Get to know others as individuals and walk alongside them in the temporary community of camp as they determine their next right step of faith.
- Be positive and look for the best in people, situations, and camp.
- Actively supervise campers. Manage risks and discern what is best for campers and for yourself. Make wise choices to keep campers physically, emotionally, and spiritually safe at all times.
- Manage and redirect camper behavior, mediate conflict, and help guide campers to have a successful week.
- Take direction from supervisors and be a team player. Do not undermine the leadership of others.
- Keep yourself mentally, physically, spiritually, and emotionally healthy. Make time for rest and self-care.
- Solve your own problems to the extent that you can, and know when it is time to ask for help.
- Conduct yourself in a professional manner when interacting with parents, campers, year-round Covenant Harbor staff, and other summer staff.
- Assist with general camp tasks as assigned, which may include, but are not limited to, assisting in the food service, housekeeping, maintenance, and youth ministry departments as needed, and assisting with weekly camper check-in and check-out procedures as directed.
- Contribute to a healthy staff community. Do not participate in gossip, exclusion, willful breaching of your employment agreement, etc.
- Set an example for all staff and campers that is positive and above reproach.
- Work well with your team. Build upon each other's strengths and assist each other when you are struggling.
- Perform emergency and safety procedures as required and trained.