



## Activity Lead

### Job Description

Our summer camp vision is to love kids and share Jesus. Summer staff should have a committed and growing personal relationship with Jesus Christ. Staff are expected to be hardworking and responsible. Staff should be willing to serve in and outside of the following job description. Staff should contribute to a healthy staff community and not participate in gossip, exclusion, willful breaching of your employment agreement, etc. Staff should set an example that is positive, above reproach and looks for the best in others. Staff are expected to perform emergency and safety procedures as required and trained.

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 specifically for 7th-9th grade campers with knowledge and creativity.

### 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. Oversee and maintain clean, safe and efficient activity areas.
- Supervise the Activities Team and communicate clearly as you offer guidance, correction, advice, and encouragement.
- Conduct mid-summer and end-of-summer conversations with other summer staff, including the 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.
- Maintain equipment and keep accurate logs.
- Be a good steward of the equipment and supplies. Communicate with the Activities Team members and Logistics Team 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 Team 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 27, 2023.
- Be available to live onsite at Covenant Harbor from May 27 to August 12, 2023.
- 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.

**Supervised by:** Program Team and Logistics Department

**Type of Position:** Weekly starting rate of \$255 for working 9 weeks of summer camp including staff training.

**Benefits:** Meals and housing are included with compensation.

**Time Off:** Daily time off as well as 24 hours off each week. Weeks off available upon request.