

Activities Coordinator Job Description

Responsible to: Program Director

Basic Qualifications:

1. An understanding of and appreciation for the Anabaptist Mennonite tradition.
2. Alignment with Camp Friedenswald's mission, core values and organizational statements.
3. Sensitive to the needs of camp guests and constituency.
4. Experience working with children and youth.
5. Proven organizational skills and ability to follow through with projects.
6. Strong communication skills, including written and verbal.
7. Familiarity and proficiency working with a variety of cameras and social media platforms.

Responsibilities & Duties:

1. Contribute as an integral member of the Summer Leadership Team
 - a. Help mentor other summer staff team members and assist in responding to summer staff needs as they arise.
 - b. Participate in Summer Staff and Leadership Team meetings.
2. Leadership & Orientation Week
 - a. Help plan training sessions on Activity/Project Groups.
 - b. Organize and prepare the Arts and Crafts room.
 - c. Plan curriculum appropriate for the different ages and camps.
 - d. Order or purchase supplies keeping in line with the amount budgeted.
 - e. Assist in facilitation of orientation activities.
3. Camp Programs
 - a. Plan Activity/Project groups and schedule/equip their leaders with help of PA.
 - b. Coordinate A&C program by leading or assigning and equipping others.
 - c. Make certificates and awards (Flyers, Polar Bears, Going Under Club).
 - d. Program Bells – make sure bells ring on time between activities.
 - e. Work with the Leadership Team in planning special events for each week (carnival, beach party, dunes trips, etc.).
 - f. Maintain all activities supplies and recreation equipment.
 - g. Coordinate and supervise the making of name-tags for each youth camp.
 - h. Other tasks assigned as needed.
4. Other
 - a. Other tasks assigned by the Program Director or Executive Director.

Due to the nature of camp life, it is understood that daily work hours will be irregular. Camp life often requires work beyond the usual 40 hour/5 days a week routine. It will be necessary to work some weekends, including Sundays. It is also important to be flexible and adaptable to changing guest and program needs.

Updated 5/26/23-JLL