

Lake Geneva Kids' Camp Banker Job Description

Objective:

Keep campers' spending money safe.

Report to:

Assistant Coordinators

Responsibilities:

Pre-camp

1. Pray for all campers, volunteers and Evangelists.
2. Read and understand the Camp Volunteer Manual.

Camp

Description of a bank account:

One Manilla envelope per counseling group will contain a Ziploc bag for each camper, holding their money.

1. Sunday night before camp create a "bank account" for each counseling group & camper.
 - On the outside of a Manilla envelope, write Counselor Group color and number i.e. Green 242 and the Counselor's full name.
 - You'll be provided with labels with names of campers, counseling group info as well as whether or not they pre-paid spending dollars.
 - Put label on the INSIDE of the Ziploc bag, near the zipper.
 - Poke a mini hole in the plastic bag, with a paper clip or hole puncher. This allows for the air to escape.
 - Next put cash into the appropriate Ziplocs for the campers who pre-paid their spending money.
 - Put these Ziploc bags into appropriate Manilla envelopes.
2. Collect money from church coordinators for their campers during check-in on Monday.
 - Put this money in their Ziploc bags as you have time or make sure it is well labeled to add to the bags later.
 - Extra cash will be on hand to turn checks into cash.

Lake Geneva Kids' Camp Banker Job Description – cont.

3. Have the bank open during the following times.
 - Between breakfast & Morning services for BGMC – 8:30am-9:00am
 - All afternoon Rec. Periods – 2:30pm-5:30pm
 - Assistant Coordinator or Office Coordinator will communicate with you if there are other times the bank is needed.
 - During off-bank hours, bins of envelopes should be returned to Camp Office and placed in storage room.

4. Counselors are the only ones allowed to check out their group's envelope.
 - Have them show you their wristband to verify group.
 - The envelopes will be divided between boys and girls and organized by group number.
 - Counselors will supervise campers getting their money out of their "accounts."
 - Envelopes should be returned back to the bank for safe keeping asap.

5. Counselors should not be carrying the envelopes around all day. Do not let them leave the Worship Center with the envelopes.

6. The bank will be open Friday morning before the Closing Rally. Any money that is not withdrawn by the time the Closing Rally begins will be donated to BGMC.

7. Help with crowd control in the Worship Center during all services as well as Halftime (counselor break).

8. Meal Server.
 - Arrive at the time listed on the schedule for the meals you are assigned.
 - You will eat between the 2 periods at Lunch when you are serving.