

Lake Geneva Kids' Camp Kids' Camp Office Staff Job Description

Objective:

Help the camp run smoothly

Report to:

Office Coordinator and Assistant Coordinators

Responsibilities:

Pre-camp

1. Pray for all campers, volunteers and Evangelists.
2. Read and understand the Camp Volunteer Manual.
3. Bring a laptop if possible to access registration spreadsheets on the Kids' Camp OneDrive account.

Camp

1. Work with Office Coordinator to check all campers and volunteers into camp Monday morning.
 - Collect phone numbers, help campers find their counselors and cabins, answer questions.
2. Help create final camper and volunteer list to distribute to the nurses, coordinators, and director. – Monday afternoon
3. Help finalize the volunteer texting program. – Monday afternoon
4. Sort mail by counselor group and distribute it after Halftime in the back of the Worship Center.
5. Work with LGCC camp staff on needs and problems (cleaning, maintenance, etc.)
6. Count BGMC offerings after/during the services. – Rule of Two
7. Work with the storekeepers and bankers to make sure they have the appropriate funds. – Rule of Two

Lake Geneva Kids' Camp Kids' Camp Office Staff Job Description – cont.

8. Be available to do office tasks asked for by Coordinator, Assistant Coordinators, Director, Speaker, Rec. Coordinator, or Color Team Pastors.
9. Assist visitors in checking in and out of the campgrounds.
 - Kids Camp is a closed camp. Parents should not be visiting their children. Visitors should have secured permission to be at LGCC prior to arriving at camp. If you have a question about a visitor, ask the Office Coordinator or an Assistant Coordinator.
10. All but one worker should attend Halftime to help with crowd control. The worker left in the office should be available to assist counselors with issues and questions they have during their break.
11. Organize camp DVDs into counseling groups to be passed out at Friday's Closing Rally.
12. Help check out campers that are waiting for their parents to pick them up.
13. Meal Server.
 - Arrive at the time listed on the schedule for the meals you are assigned.
 - You will eat before serving at Breakfast and Dinner and between the 2 periods at Lunch.