

MN KIDS CAMP JOB DESCRIPTION – BANKER

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. Evening before Day 1 of camp, create a "bank account" for each counseling group & camper.
 - Put a counseling group sticker on a manila envelope.
 - Find the appropriate camper bank stickers for the corresponding counseling group.
 - Put each camper label on the INSIDE of a 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.
 - Put the Ziploc bags into appropriate the manilla envelopes.
 - Organize the manila envelopes by group number, boys in one box (200's) and girls in a second box (100's)
 2. Collect money from church coordinators for their campers during check-in on Day 1.
 - Put this money in their Ziploc bags as you have time or make sure it is well labeled to add to the bags later.
 - There will be an extra table for leaders to stand at to help you with their larger groups.
 - Extra cash will be on hand to turn checks into cash.
 3. Have the bank open during the following times.
 - Before Morning services for BGMC in the Worship Center
 - 9:30am-10:00am
 - All afternoon Rec. Periods in the lower level of Lakeview by store and Geneva Java.
 - 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.

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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 area with the envelopes.
6. The bank will be open the morning of Day 4 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 Any money that is not withdrawn by the time the Closing Rally begins will be donated to BGMC.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.