

## MN KIDS CAMP JOB DESCRIPTION – OFFICE STAFF

### 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 information on CampWise and OneDrive.
4. Please arrive at camp the night before your session begins to assist with set up and prep.

#### Camp

1. Work with Office Coordinator to check all campers and volunteers into camp the morning of Day 1.
  - 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. – Day 1 afternoon
3. Sort mail by counselor group and distribute it after Halftime in the back of the Worship Center.
4. Work with LGCC camp staff on needs and problems (cleaning, maintenance, etc.)
5. Count BGMC offerings after/during the services. – Rule of Two
6. Work with the storekeepers and bankers to make sure they have the appropriate funds. – Rule of Two
7. Be available to do office tasks asked for by Coordinator, Assistant Coordinators, Director, Speaker, or Rec. Coordinator
8. 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.
9. 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.
10. Help check out campers that are waiting for their parents to pick them up on Day 4.
11. Meal Server.
  - Arrive at the time listed on the schedule for the meals you are assigned.
  - You will eat before serving.