



Activity Leader(s)

Reports to: Camp Program Supervisor

Position Type: Full-Time Temporary/Seasonal

Job Category: Summer Programs

Job Shift: 12+ Hour Shifts

Employee Status: Exempt

Level: Leadership

Direct Reports: Activity Coordinators, Camp Chaplain, Camp Lifeguard

Job Summary:

The Activity Leader(s) is a leadership team member that manages all activities and schedules of the summer camp. He/She is tasked with designing and planning the daily activity schedule and creating fun and high energy activities for our campers for the goal of having full participation. Activities are the heartbeat and energy of summer camp and this role requires a manager to be spontaneous, flexible and enthusiastic.

Role & Responsibilities:

- Create, design and plan all camp activities and maintain an exciting program schedule for the children and teen camp program.
- Emphasize the importance of having camp specific activities as part of the schedule such as hiking, outdoor camping, campfire, canoeing, star gazing etc.
- Maintain a schedule that is consistent, easy to understand and accessible for everyone to follow.
- Assign tasks and delegate responsibilities to activity coordinators and the camp chaplain that are clear.

- Manage all activity areas including but not limited to the entire camp campus. (sports/games, art, waterfront, nature, round up, morning news etc.).
- Supervise, encourage and support all activity area coordinators and other support staff.
- Implement the disciplinary process to direct reports for work performance or failure to adhere to FVCA's policies.
- Follow all guidelines of FVCA, including the philosophy, goals, and objectives.
- Assist with program and staff performance evaluation at the end of each weekly session, and at the end of the summer.
- Lead end of week debriefing meetings with support staff to provide instructions and information regarding key areas including: cleaning activities, weekend plans and return-to-campus process.
- Plan and guide weekly briefings with the summer staff team.
- Pour into summer team members with your time, prayers, energy, assistance and encouragement.
- Meet 1-on-1 daily (for our day camp sessions) and weekly with each coordinator to listen to them, guide them and pray for them.
- Supervise and assist in all activities in the area of the camp. This includes feeling in for activity coordinators when there is a lack of staffing.
- Cover weekend supervision over staff as part of a rotation schedule for leadership staff.
- Lead and facilitate initial and refresher training for activity coordinators and other support staff.
- Maintain an accurate list of inventory for camp supplies.
- Submit purchase orders for supplies to the Camp Program Manager for approval according to the camp program budget.

- Adjust camp program schedules according to the weather and develop alternatives as needed.
- Complete tasks and or assignments above and beyond this job description as needed.

Requirements/Qualifications:

- Have a life that exemplifies a relationship with Jesus Christ which also impacts the lives of others.
- Must be authorized to work in the U.S.
- Must be able to pass a state and federal background check.
- Experience as a former FVCA camp staff member is preferred for this role.
- Must have regular church attendance and a pastor/church leader reference.
- Must enjoy being outdoors for long periods of time, live in missionary like conditions and end love camp activities.
- Must have a valid driver's license.
- Supervisory experience is preferred but not required.
- Experience working with children from low income communities.
- Must be able to adapt and relate, cross-culturally and embrace diversity.
- This position requires temporary relocation to St. Charles, Illinois (55 minutes west of Chicago) to live on our campus for 11 weeks from May -August.