



SUMMER SHAKE DAY CAMP – JOB DESCRIPTION

LEAD COACH

- Please note this is an entirely new position with a different role and responsibilities of any previous position. There are no additional administrative or set up responsibilities from a Coach.

Reports to:

- Camp Director, and when absent, Pastor of Children's Ministries
 - o Assistant Camp Director

Character Qualities:

- A committed Christ follower.
- Church attendance is regular.
- In agreement with the Statement of Faith of Woodvale Pentecostal Church and the PAOC.
- Pursuing leadership development.

Responsibilities:

General

- When required plan two one hour Stream activities for each week when required, which should be diverse and different from the other ones planned that day. They should be a learnable skill, ability or creatively different.
- Communicate important and pertinent information daily with parents at pick up and drop off daily.
- Assist the implementation of chapel programming as required by the Assistant Director.
- Participate in all activities while on and off site.
- Supervise a group of campers for all out trips.
- Properly implement our behaviour intervention plan (BIP) with campers and report to the Directors when a situation arises.
- Ensure that all camp activities are running smoothly and all team members have all they need each day/activity.
- Ensure safety measures and security policies are being met as outlined in your training manual.
- Build relationship with children regularly as they enter and exit our program.
- When the opportunity presents itself, lead a child to Christ.
- Ensure that camper name tags are removed prior to leaving for any out trips, including swimming.

- Interact with co-workers in a professional manner, and work together as a team to ensure a safe and fun environment for campers.
- Provide headcounts on all offsite activities as requested by the Assistant Director.
- Maintain a positive staff environment and bring any concerns with staff or volunteers to the attention to the Camp Director.
- Spend time in prayer in preparation for weekly camps and chapels.
- Maintain a Christ like attitude in all circumstances and situations.
- Communicate professionally with parents and campers.
- Provide First Aid & CPR when necessary.
- Bring concerns regarding questionable behaviour to the Camp Directors & Lead Coaches.
- Be punctual for shifts and breaks.
- Encourage CIT's to lead in situations that are suitable and appropriate.

Leadership Responsibilities

- Provide oversight and direction in daily activities and programming.
- Be with your specified age group throughout the entire day.
- Be able to intervene and coach children through escalated conflict situation in accordance with the Summer Shake Behaviour Intervention Plan (BIP).
- Ensure set up is being completed by coaches in advance.
- Ensure all physical resources are collected and put away during your closing 15.
- Ensure all programming is running on time with flexibility for extenuating circumstances.

Additional Responsibilities

- Attend and participate in all training sessions.
- Attend all staff meeting, while being flexible for meeting times and dates.
- Manage the lunch or canteen program as assigned by the Director.

Time Requirements:

- June
 - o Training and Planning Sessions – June 4th, 2016, June 18th, 2016
- July & August
 - o Full Time – 40 hours per week
 - Excluding statutory holidays
- Outside work hours
 - o Staff meetings - July 23rd, 2016
 - o Planning sessions
 - o Weekly online staff meetings.

*This job description is subject to change.