



Job Title: Summer Camp Assistant Site Coordinator and Bible Teacher

Job Class: Part Time/Temporary

- **May 13 - May 24, 2024: 15-20 hrs/wk**
- **May 28 - July 18, 2024: 30-35 hrs/wk**
- **July 22 - July 26, 2024: 15-20 hrs/wk**

Reports to: Summer Camp Site Coordinator

Salary: Per hour, depending on qualifications and experience

Candidate should meet the following requirements:

- Fulfill all duties for the glory of Christ
- Be a professing Christian and be a member in good standing of a local evangelical church
- Be able to communicate effectively: verbal and written
- Be a self-starter and show initiative
- Be personable and capable of engaging and discipling culturally diverse children and youth
- Be equipped to serve families who lack material resources
- Be organized and care for administrative matters related to summer programming
- Be a team player and work well with other staff
- Pass all required background checks

Responsibilities: Casa del Lago Assistant Site Coordinator and Bible Teacher will be involved in ministry to children and youth. They will support the staff implementation and administration of Casa del Lago's Summer at the Lake program, which will include youth discipleship groups for 28-32 teenagers, a summer reading program serving 90-110 elementary kids, and volunteer teams who assist in this ministry. Bilingual preferred. Principal duties include the following (30-35 hrs/wk):

Bible Discipleship:

- Lead the Bible station: Share the Word - Show the Word - Teach the Word
- Teach the Bible curriculum to at least half the students at camp
- Know the discipleship curriculum and be prepared, engaged, and disposable to students in order to pour into them
- Use attractive ways and methods to share the Gospel with the kids and youth
- Create activities to engage the kids in Bible stories and the truth of salvation



Training and Leading:

- Serve as a member of the Casa Literacy Team in carrying out Casa del Lago's ministry to children in the Summer at the Lake Camp (SATL)
- Teach at reading stations where needed
- Assist in training Youth Corps for summer roles
- Equip students to be set up for success and leadership
- Lead in creating and maintaining a safe environment for all children, Youth Corps members, and volunteers at assigned site

Assist Site Coordinators in managing a Summer Reading Camp site:

- Monitor attendance and student scores at assigned site
- Work together with the program director and site coordinator in keeping metrics, leveling students, and data tracking
- Prepare curriculum materials for students and reading stations
- Prepare crafts, games, and STEM activities
- Attend all required staff training
- Attend weekly staff meetings
- Participate in the leadership of daily worship/study
- Supervise students in ministry activities
- Continually equip students to lead reading sessions
- Carry out disciplinary regulations when necessary
- Be on-site during Summer Programs and ensure that all sites are left clean and secure upon departure
- Participate in the planning and coordination of special events
- Any other tasks as deemed necessary by summer directors and site coordinators

Assisting in managing volunteer teams:

- Welcome, engage, and direct volunteer teams assigned to site
- Fostering a safe environment for children and all participants
- Promote ongoing involvement with volunteers who serve this summer
- Communicate details of program and schedule to volunteers and site coordinator
- Communicate any challenges, issues, or changes to site coordinator

For interested applicants, please send your resume to: marlene@casadelago.org