



Job Title: Summer Camp Site Coordinator

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: Director of Elementary School Literacy

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 Site Coordinator 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):

Assist Director and Assistant Director in Summer Preparation in the following areas before the start of summer camps:

- Preparing curriculum
- Preparing crafts, games, STEM activities
- Camp calendar/schedule
- Setting-up stations
- Familiarizing and learning curriculum to help with staff/SYC training
- Other similar summer-preparations for camp as needed



Training, Leading, and Discipling:

- 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
- Know the discipleship curriculum and be prepared, engaged, and disposable to students in order to pour into them
- Be available to teach any reading stations when people are out

Oversee and manage a Summer Reading Camp site:

- Lead reading camps at assigned site, including supervision, team management, delegating tasks, and teaching reading enrichment and Bible
- Manage and lead assistant site coordinators, SYC members, and volunteers assigned to site
- Monitor attendance and student scores at assigned site
- Work together with the program director in keeping metrics, leveling students, and data tracking
- 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 onsite 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 director

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 summer director
- Communicate any challenges, issues, or changes to summer director

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