

## **JOB DESCRIPTION FOR VOLUNTEER COORDINATOR**

**POSITION:** Volunteer Coordinator

**RESPONSIBLE TO:** Program Manager

### **QUALIFICATIONS**

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Police Record Check is required upon application.

### **RESPONSIBILITIES:**

#### **General:**

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

#### **Specific:**

##### Pre-Summer Responsibilities:

1. Participate in Supervisor Training before summer.
2. Recruit volunteers for all positions. Aim to have positions filled by beginning of summer.
3. Plan and help lead Volunteer Training Weekend for new volunteers prior to the beginning of summer.
4. Mail or email "Volunteer Counsellor Manual" and Staff Manual, to all volunteer counsellors prior to their arrival at camp (3 weeks before, if possible).
5. Prepare general volunteer info package to mail to volunteers before their arrival at camp.
6. Plan and prepare a "How to Care for Our Volunteers" session for Staff Training.
7. Ensure that all volunteer applications are completed, Police Information Checks are received (if applicable), and filed properly.
8. Take pictures of each full-time staff member for the Staff Wall of Fame during Staff Training.

##### Discipling Role:

1. Support and encourage all volunteers each week with encouragement notes, words of encouragement, hugs, eating with them at meals, asking them how they are doing, if they need anything, being a resource person to them, spelling them off their duties for a break.
2. Check in with each volunteer daily.
3. Pray 1 hour each day for the growth and needs of the volunteers.
4. Meet weekly with the Program Manager to discuss the how the volunteers are doing.
5. Encourage and challenge summer staff members to embrace volunteers.

### Supervisory Role – During Summer Camp:

1. Take responsibility for the SAFETY of the campers and staff, particularly during times when the volunteers are solely responsible. Ensure the safety-consciousness of all volunteers.
2. Be readily available as a resource person to all volunteers. Serve as a stand-in angel for volunteer counselors.
3. Be a liaison between the Program Manager and the volunteers.
4. Coordinate the weekend host schedule, instructing weekend hosts in meeting and greeting volunteers as they arrive on Saturday or Sunday. Post personal welcome note on outside doors and room door. Lead a Volunteer Orientation before Sunday Registration opens.
5. Take pictures of all volunteers and post them weekly on the volunteers board.
6. Ensure volunteer counselors connect with CTS's for Sunday orientation.
7. Observe each volunteer to evaluate their work toward the objectives of the camp. Be with volunteer counselors to watch them in action (i.e. activity sessions, cabin times, cabin devotions, etc). Stop by the kitchen to ensure volunteers are working hard and enjoying it!
8. Provide end of week performance reviews for each volunteer, and recommend whether to invite volunteer again the following summer. Verbally give feedback to volunteer about how they did.
9. Ask and encourage top-notch volunteers to come back again that summer, the following summer, or possibly even recommend applying for summer staff.
10. Meet weekly with the office team to discuss and evaluate the camp's work toward the objectives of the camp, particularly relating to volunteer health, wellness, and performance.
11. Encourage each volunteer weekly, intentionally doing so in their love language.
12. Ensure that volunteers feel comfortable with and understand their ministry role and responsibilities and that they feel a part of the team.
13. Assist in resolving any behavioural or performance-related issues regarding volunteers, following the camp's disciplinary procedures.
14. Attend and be prepared to give input at Supervisor's meetings.
15. Work in co-operation and conjunction with all other supervisors and staff members in order to inform and take care of volunteers.
16. Attend and participate at Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere.

### Administrative Role:

1. Coordinate volunteer rooming.
2. Work alongside the Food Services Manager to ensure that a Kitchen Orientation is given to kitchen volunteers.
3. During Sunday registration, visit cabins to help or give resources to counselors, and assist parents and campers.
4. Responsible for any recruitment or communication with prospective volunteers throughout the summer.
5. Coordinate and administrate Adopt-a-Volunteer Program.
6. Assist with drama and worship team according to skills and giftings.
7. Prepare and put volunteer thank you cards, including appropriate supervisory signatures, in their mailbox before the end of the week.
8. Sign all volunteer Christmas cards and have adopting staff member sign cards.