



Lazy F Camp and Retreat Center

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ACTIVITIES COORDINATOR JOB DESCRIPTION

PURPOSE

1. Providing campers with a positive Christian experience.
2. Plan and implement a wide range of activities for different age groups.
3. Bring fun and faith into the lives of young people and staff.
4. Be a Christ- like role model.
5. Be an active member of the Support Team and Lazy F Community.

RESPONSIBLE TO: Summer Program Coordinator

DUTIES

1. Attend Support Team orientation and begin work a week before staff training begins.
2. Attend staff training prior to summer camp's beginning.
3. Prepare for campers before camp starts by reading program materials and getting supplies ready.
4. The primary role while at camp is to plan and lead program activities, including coordinating cabin group activities, afternoon electives, and all-camp events.
5. Supervise, direct, support, and collaborate with other program staff to implement program activities
6. Perform administrative functions necessary to comply with American Camping Association standards and to run a successful camping program.
7. Purchase materials necessary for activities within the set budget in collaboration with Program Coordinator.
8. Be aware of campers (whereabouts, behavior, safety, and to the extent possible, emotional stability and spiritual development) while leading activities.
9. Encourage positive interaction between campers at all times.
10. Uphold concept of Christian community with mutual respect and caring for others.
11. Help campers work out conflicts and problems.
12. Participate, as able, with campers in camp activities (not on sidelines).
13. Share special gifts and talents in any area of camp programming for the large group (such as music, song leading, storytelling, games, faith sharing, crafts, dancing, etc.) as appropriate.
14. Assist Program Coordinator with other program delivery, such as chapel programs and worship songs.
15. Help in the coordination of program logistics, behind the scenes duties, and break coverage
16. Work with Support Team to schedule and plan for camp activities
17. Perform other duties as defined by Program Coordinator.

ESSENTIAL FUNCTIONS

Ability to:

1. Be a positive role-model for campers and other staff – leading by example.
2. Lead groups of children, youth, and staff in camp activities.
3. Effectively relate with children and youth in a positive and supportive manner.
4. Research, plan, and implement new and old activity ideas.
5. Fulfill responsibilities in a timely manner and meet deadlines.
6. Efficiently set up and tear down activities in a thoughtful manner.
7. Effectively and tactfully communicate in the English language in oral form to include the effective presentation of information to school-age children and youth in both large and small groups.
8. Be flexible to work in changing conditions and time schedules.
9. Understand and apply pertinent personnel policies, laws, rules, and regulations.
10. Support a positive attitude towards The United Methodist Church.
11. Establish and maintain effective working relationships with co-workers and campers.
12. Be a team player.

Knowledge of:

1. Effective and appropriate instructional strategies and supervision of children and adults in a camp setting.
2. A wide range of camp activities and games.
3. Organizational and time management strategies.

Physical Ability to Meet the Following Requirements:

1. Traverse stairs and uneven terrain that will include gravel, dirt, and mud.
2. Live and work in a setting with variable weather conditions.
3. Hike up to 4 miles in steep terrain.
4. Lift and move up to 50 lbs safely.
5. Reach, climb, grasp, push, pull, reach above and below shoulder level, squat, and bend.

Work Environment:

1. Must be able to work long hours (from 7:00 am until 11:00 pm) with limited number of breaks in the day.
2. Must live on site.

Environmental Exposure:

1. Temperature conditions may vary considerably depending on the site, time of day, and weather.
2. May be exposed to dust, pollen, cobwebs, dirt, bats, birds, rodents, and rodent droppings.

Mental and Emotional Requirements:

1. Able to make independent decisions, provide own direction, and respond to immediate needs.
2. Able to take direction from supervisor and discuss plans with Program Coordinator and other staff.
3. Able to interact cheerfully and positively with supervisors, co-workers, guests, and campers.

QUALIFICATIONS

1. Preferred applicants will fulfil one, or more, of the following:
 1. Previous experience as summer camp staff
 2. Previous experience in a position comparable to that of summer camp staff
 3. Previous experience in a leadership role, supervising others
 4. Previous experience with the responsibilities of this position
2. Possess strong organizational and communication skills.
3. Be able to collaborate and work well with others.
4. Have mature attitude towards faith and openness to sharing faith with others.

TIME COMMITMENT

Over 40 hours per week in the summer; scheduled time off each week with a minimum of one day off per week.

SALARY

\$300 per week; Shared accommodation and food is also provided by Lazy F Camp and Retreat Center

KEY RELATIONSHIPS

1. Relates closely with the Camp Director, Administrative Assistant, Program Coordinator, Assistant Program Coordinator, and Challenge Course Coordinator.
2. Works closely with camp staff, volunteers, and contractors.

ABOUT LAZY F CAMP AND RETREAT CENTER

Lazy F Camp and Retreat Center is located twelve miles southwest of Ellensburg in the heart of Washington State and the Manastash Canyon. It is situated on 110 acres of mixed forest and open meadows in the eastern foothills of the Cascade Mountains. Lazy F is part of a vital ministry of the Pacific Northwest Conference of the United Methodist Church, serving all nonprofit groups. Our campers are typically from the Pacific Northwest and include our summer camp program supporting faith development and Operation Purple Camp for children in military families. Our guest groups are diverse in nature including different ethnic origins and religious backgrounds including family reunions, schools, nonprofit agencies, and churches. Lazy F is an ideal location for a retreat or conference, providing clean facilities, delicious meals, and attentive personal service. Recreational opportunities available at the camp include fishing in the stocked trout pond; hiking on the seven miles of trails; making crafts; utilizing our challenge course; and shooting on our archery range.