



Job Title: Activities Supervisor

Job Classification: Summer Supervisor Team Staff

Organizational Relationships:

- Directly Reports to Program Director / Program Coordinator
- Collaborates with Maintenance Team
- Oversees Activities Team staff

Position Overview:

The Activities Supervisor is responsible for the coordination and operation of various camp activities including, but not limited to; archery tag, laser tag, fat-tire bikes, recreational activities, and camp-wide activities. The Activities Supervisor accomplishes this by managing the activities team staff, coordinating with the Maintenance Team to complete regular maintenance and repairs of all equipment, and developing and executing relevant activities. The Activities Supervisor is also responsible to assist with general program duties, as needed.

Job Tasks:

- Train activities team staff to maintain, set up, operate, and tear down all assigned program activity areas (archery tag, laser tag, fat-tire bikes, and all recreational activities) for summer programming.
- Keeping inventory of items available for camp-wide activities (activities office, backfield, gaga, and in the gym closets).
- Oversee the development of camp-wide activities for summer programming that are related to the summer theme and are appropriate to each age-group.
- Oversee and communicate or delegate the presentation of announcements (including, but not limited to, Let-ins, Cabin Clean-Up, Missions totals, Daily Verse, and the Free Time Schedule)
- Oversee the planning and implementation of all logistics for camp-wide activities.
- Communicate maintenance needs to the Maintenance Team.
- Communicate supply concerns and needs to the Program Director.
- Envision and promote ways to develop and expand Lake Beauty's activities.
- Assist in general program duties (including, but not limited to, food service, housekeeping, and facilities) as assigned.
- When not performing program duties, assist in cabin leading duties in coordination with assigned cabin leader.

- Perform Summer Supervisor Team duties in coordination with the Summer Supervisor Team.
- All other duties as assigned.

Desired Education and/or Experience:

- Highschool Diploma
- One year of experience at a Bible camp

Desired Knowledge, Skill, and Ability:

- Knowledge and ability to maintain and operate program activity areas
- Knowledge and ability to creatively develop activities for summer programming
- Ability to effectively lead, organize, and communicate in large and small groups of people from children to adults
- Ability to effectively manage time to meet daily and weekly program activity area deadlines
- Ability to effectively train, coordinate, and collaborate with summer staff
- Ability to effectively disciple, mentor, and spiritually lead campers in a supporting role