

# Activities Director/Emcee Job Description

**Dates:** May 20 – August 10

**Pay:** \$350 per week

**Profile:** enthusiastic, committed Christian individual with good public speaking, organizational and planning skills. Must live on-site for the duration of the summer season. Should be older than most temporary summer staff. Must be able to supervise, organize, and motivate campers, volunteers and assistants.

## **Job Description:**

### **May**

- read over summer curriculum
- plan rec games
- inventory rec equipment (includes equipment for challenge course, climbing wall, archery, rifles, waterfront, field games, and paintball)
- order new rec equipment
- order costumes
- order theme items for staff and/or store
- order theme decorations (for pavilion and super spirit day)
- order prizes
- ? plan and prepare brief opener video or live skit?
  - o write script(s)
- for counselor packets:
  - o T-shirt order forms
  - o Scripture memory forms
- Finalize recreation team names.
  - o Commission artist to create team posters (or produce them in-house)
  - o Oversee printing and framing/laminating of posters
- Collaborate with Operations Manager on stage design for the Chapel
  - o discuss lighting design and any additional painting
  - o purchase backdrops, props and other décor
- Contact recreation staff and begin brainstorming the recreation schedule.
- Write weekly camp schedules.
  - o Create two versions: a general schedule for students and a more specific schedule for staff.

### **June & July**

#### **Staff Training Week:**

- rehearse and/or shoot opener
- lead icebreakers and team-building exercises
- finalize summer field-rec schedule with rec staff
  - o train all staff in materials, instructions, and safety concerns for games they will lead
- ensure staff is properly trained on all activities they will be running this summer (climbing, rifles, paintball, archery)

### Weekly:

- assist Camp Director in assigning staff duties (specifically duties related to program)

### Mondays:

- place campers on teams
- Oversee publication and posting of schedules (student versions around camp, staff version in staff quarters)

### Daily:

- Lead daily counselors' meetings during camp.
  - o Provide an overview of the day's schedule and answer any questions.
  - o Listen to feedback from the counselors. Act on any concerns.
  - o Pray with counselors of your gender
- attend after-breakfast staff meetings
  - o assign staff to recreation setup, games, and cleanup
- Serve as master of ceremonies (M.C.) at all meals and most meetings during camp.
  - o Introduce all speakers and musicians.
  - o Keep the camp program on schedule (or as close as possible).
  - o Announce recreation scores and help "hype-up" the campers.
- Recreation:
  - o assist staff with obtaining needed materials and setting up for games
  - o assist with rec clean-up, assuring that equipment room stays neat and organized
  - o assist with setting up, running, and cleaning up night game
  - o Assist with camp free-time activities wherever needed.

### Tuesdays

- fill T-shirt orders for each cabin

### Fridays

- assist in camp cleanup
- attend senior staff meeting?
- Lead weekly program department debriefings.
  - o listen to feedback from staff members.
- inventory rec supplies, make rec shopping list for following week

### Weekend

- shop for next week's rec supplies

### Family Camp

- plan, print, & post schedules
- plan and run lawn games during afternoon of the first day

### End of Season

- Inventory, pack and label theme materials (posters, backdrops, props, costumes, etc.)
- clean and organize rec room