

JOB DESCRIPTION

Position Title:	KidsGames Coach Coordinator
Position Reports to:	KidsGames Camp Managers
Department:	KidsGames
Schedule (may vary):	Starting March, hours will vary. 30 hours a week during the weeks of Kidsgames. Must be able to work all 4 weeks of KidsGames.
Rate/Salary:	Seasonal Non exempt \$19

General Description

The Coach Coordinator will build, plan and oversee the sports and creative art areas. You will train and disciple volunteer teams before and during the 4 weeks of Kids Games. Will work within the vision of KidsGames and North Coast Calvary Chapel.

Specific Duties and Responsibilities:

The Coach Coordinator primary duties and responsibilities will be:

- Help the Camp Managers recruit coaches with different areas of expertise.
- Plan and Prep for all rotation activities and provide content for all areas.
- Oversee volunteers, to ensure that each area and team member is fully equipped. Be the point person for your volunteer team before and during camp.
- Lead coach specific training and set expectations with the volunteer team.
- Ensure that each volunteer knows what their role is and how to run the area before they arrive on campus.
- Oversee planning, organization of equipment for all zones and lists of needed equipment.
- Oversee Set Up and Tear Down of Zones before and during each day of camp.
- Responsible for VIP (Vision, Information and Prayer) time prior to the start of camp each day. This will include all adult and youth volunteers as well as staff within the Coaching area.
- Oversee zones and zone rotations during camp, assisting where needed.
- Respond to questions from parents, leaders, and youth in a professional, respectful and kind manner.
- Be in prayer over the campers, program and team members.
- Reliable workplace attendance.
- Other duties as assigned by Camp Managers.
- Time Commitment (Seasonal) Some Weekend work expected.

Knowledge/Skills Required for the Job

- Strong computer skills. Knowledge of the following applications Google, Word, Excel
- Fostering teamwork & unity
- Good written and verbal communication skills
- Good knowledge of excel.
- Organizational astuteness
- Ownership and accountability for all responsibilities
- Ability to handle difficult situations well and handle stress with a calm and effective demeanor.
- Strength in working under pressure and with deadlines.
- Works well with others and committees to accomplish goals.
- Ability to interface with all staff.

Minimum Requirements

- Ability to work well with others in a team environment.
- Ability to hold discrete information confidential.

Physical Requirements

- Walking (frequently)
- Able to be on your feet for long periods of time.
- Typing – computer keyboard
- Telephone – receive and dial calls.

Lifting (up to 20 pounds)