

VOLUNTEER ROLE DESCRIPTIONS FOR SUMMER CAMP 2025

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CHAPEL TEAM

Host: Serves as the emcee; usually welcomes the kids; may transition to the Bible story and worship; dismisses the kids to Small Group

Bible Storyteller: A master teacher who is your BEST communicator; can tell the Bible story creatively, attention grippingly
(If you don't have one of these, don't worry. We also offer a video resource for this.)

Worship Team: Leads children and Small Group Leaders in a fun and meaningful time of worship through music

Tech Team: Works together to provide audio, video, and computer graphics support

Producer: Oversees and directs the Large Group environment; makes sure onstage and backstage volunteers are ready to go; keeps a close watch on time

TEAM LEADERS

Team Leader Role Description

Responsibilities:

- Stay with the same group of children each day.
- Build relationships and create a welcoming, supportive environment.

Actions:

- Demonstrate love, care, and genuine interest.
- Welcome children upon arrival and help with registration.
- Engage in conversation and ensure children feel included.
- Be attentive to children's wellbeing (e.g., happy, quiet, upset).
- Make sure children feel heard and valued.
- Be approachable for help or conversations.
- Be their primary role model.
- Treat all children fairly, without favoritism

EXPLORE GROUP LEADER

Your role is to demonstrate love, care, and genuine interest in each child. When they arrive and register, help welcome them, engage in conversation, and ensure they feel included. Be attentive to their wellbeing—notice if they seem happy, quiet, or upset—and make sure they feel heard and valued.

Responsibilities:

- Plan and lead a discipleship group (Bible story group).
- Make sessions interactive, engaging, and fun.
- Adapt teaching methods to fit children’s learning styles (adjust if children are distracted or disengaged).
- Help children understand the theme of the day and experience Jesus meaningfully.
- Engage children’s minds and hearts.
- Pray, review, and plan ahead for each session.

Preparation & Logistics:

- Submit printing requests early (avoid last-minute requests).
- Keep receipts for any supplies purchased (reimbursement available, \$120 per group).
- Check with the church before purchasing supplies (many may be provided).
- Invest time in preparation to ensure quality sessions.

Working with Your Helper:

- Delegate tasks to your helper (e.g., games, prayer time, Bible story).
- Communicate clearly with your helper.
- Remember, you are not alone in this!

EXPLORE GROUP HELPER

As an Explore Group Helper, your role is to support the Explore Group Leader in creating a fun, engaging, and welcoming environment for the children.

Your role is vital in making the Explore Group a meaningful experience for the children. By working together with the leader, you can help bring the Bible story to life in a way that engages both their hearts and minds.

Responsibilities:

- Assist the leader with activities and be proactive in asking how you can help. Strong teamwork is key!
- Be welcoming and kind to all children, helping to create a safe and inclusive space.
- Pay attention to what’s happening in the group—if you notice a child is upset or disengaged, inform the leader so they can address it.
- Help set up and organize the room/space for the week, ensuring everything is ready for each session.

Games Coordinator

Your role is essential in making games a highlight of camp—keeping kids active, engaged, and having fun!

- **Plan & Organize:** Select and prepare a variety of fun and engaging games suitable for different age groups.
- **Supply Management:** Purchase and organize all necessary game supplies, ensuring everything is ready for use.
- **Setup & Preparation:** Oversee the setup of the game area, ensuring it is safe and well-structured for activities.
- **Facilitate Games:** Lead games with each group of kids, ensuring clear instructions, fair play, and an inclusive atmosphere.
- **Manage Game Helpers:** Train and oversee game helpers, assigning tasks and ensuring they understand their roles.
- **Encourage Participation:** Foster teamwork, enthusiasm, and good sportsmanship among campers.
- **Ensure Safety:** Monitor games closely to prevent injuries and address any issues that arise.

Games Helpers:

Your role is key in making games an exciting and positive experience for all campers!

- Assists with the setup and organization of the game area.
- Supports the Games Coordinator in preparing and running activities.
- Helps facilitate games with each group of kids, ensuring everyone is engaged and having fun.
- Encourages teamwork, participation, and good sportsmanship.
- Pays attention to safety and helps manage any challenges that arise.
- Works alongside and takes direction from the Games Coordinator to ensure smooth transitions between activities.

Crafts Coordinator:

Your role is key in making crafts a fun and meaningful part of camp, allowing kids to be creative while reinforcing the camp's theme!

- **Plan & Organize:** Select and prepare craft activities that are fun, creative, and age-appropriate.
- **Supply Management:** Purchase and organize all necessary craft materials, ensuring everything is ready for use.
- **Setup & Preparation:** Oversee the setup of the craft area, ensuring a welcoming and well-organized space.
- **Facilitate Craft Activities:** Lead craft sessions, providing clear instructions and guidance for children.

- **Manage Craft Helpers:** Train and oversee craft helpers, assigning tasks and ensuring they understand their roles.
- **Encourage Creativity:** Help children express themselves through crafts while making the experience enjoyable and engaging.
- **Ensure Safety & Cleanup:** Monitor the craft area for safety, assist children as needed, and ensure materials are cleaned up after use

Craft Helpers

Your role is essential in making crafts an enjoyable and stress-free experience for both kids and leaders!

- **Assist with Setup:** Help prepare the craft area and ensure materials are ready for each session.
- **Support Activities:** Work alongside the Crafts Coordinator to assist children with their projects.
- **Encourage Participation:** Engage with kids, offer encouragement, and help them complete their crafts.
- **Monitor & Assist:** Pay attention to children who may need extra help and ensure they have a positive experience.
- **Help with Cleanup:** Assist in organizing materials and keeping the craft area tidy.
- **Follow Instructions:** Take direction from the Crafts Coordinator to ensure smooth and fun craft sessions.

Sports Coordinator

Your role is key in making sports a fun, active, and positive part of camp!

- **Plan & Organize:** Choose and prepare a variety of sports activities suitable for all ages.
- **Supply Management:** Ensure all necessary sports equipment is available and in good condition.
- **Setup & Preparation:** Oversee the setup of the sports area, making sure it is safe and ready to use.
- **Lead Activities:** Facilitate sports sessions, giving clear instructions and encouraging participation.
- **Manage Sports Helpers:** Guide and support sports helpers, ensuring they understand their roles.
- **Encourage Teamwork:** Promote good sportsmanship, teamwork, and fun.
- **Ensure Safety:** Monitor activities to prevent injuries and address any issues that arise.

Sports Helper

Your role helps make sports fun, inclusive, and exciting for all campers!

- **Assist with Setup:** Help prepare the sports area and equipment for each session.
- **Support Activities:** Work alongside the Sports Coordinator to assist children during games.
- **Encourage Participation:** Cheer kids on, help explain rules, and keep everyone engaged.
- **Monitor & Assist:** Watch for kids who may need extra support and ensure fair play.
- **Help with Cleanup:** Assist in packing up equipment and keeping the sports area tidy.
- **Follow Instructions:** Take direction from the Sports Coordinator to help run smooth activities.

Registration Coordinator

Your role is key in making sure camp starts and ends smoothly, helping families feel confident and welcomed!

- **Oversee Check-In & Check-Out:** Manage the registration area, ensuring a smooth and welcoming process.
- **Maintain Attendance Records:** Keep track of which children are present each day.
- **Welcome Families:** Greet parents and campers warmly, answering any questions they may have.
- **Ensure Safety & Security:** Confirm that each child is signed in and out properly by an authorized person.
- **Coordinate with Leaders:** Communicate any important information (e.g., allergies, special needs) to the team.
- **Organize Registration Materials:** Ensure name tags, sign-in Ipads, and any other equipment are ready each day.

Registration Helpers

- **Assist with Check-In & Check-Out:** Help manage sign-ins and sign-outs, ensuring a smooth process.
- **Welcome Families:** Greet children and parents warmly, making them feel comfortable.
- **Support the Coordinator:** Help with name tags, sign-in Ipads, and any registration materials.
- **Direct Campers:** Guide children to their groups and answer any questions.
- **Monitor the Area:** Keep the registration area organized and running efficiently.
- **Communicate Important Info:** Pass along any details (e.g., allergies, special instructions) to leaders.

Snack Coordinator

Your role helps keep everyone refreshed and ready for the fun of camp!

- **Plan & Organize:** Ensure snacks are prepared and served smoothly each day.
- **Manage Supplies:** Purchase and organize all food and kitchen supplies needed.
- **Oversee Setup:** Prepare the snack area and ensure it is clean and welcoming.
- **Facilitate Snack Time:** Lead snack distribution, making sure all children receive their portion.
- **Manage Snack Helpers:** Train and guide helpers, ensuring they understand their tasks.
- **Maintain Hygiene & Safety:** Follow food safety guidelines and ensure a clean environment.
- **Provide Emergency Lunches:** Be prepared to discreetly provide a simple meal for any child who does not have enough food

Snack Helpers

Your role helps keep everyone refreshed and ready for the fun of camp!

- **Assist with Setup:** Help prepare the snack area and ensure everything is clean and organized.
- **Serve Snacks:** Distribute food and drinks to campers in an orderly way.
- **Encourage Good Hygiene:** Remind children to wash hands before eating.
- **Support the Coordinator:** Follow directions to help snack time run smoothly.
- **Keep the Area Clean:** Help with tidying up and disposing of waste properly.
- **Be Friendly & Welcoming:** Make snack time a positive and enjoyable experience for the children.
- **Assist with Emergency Lunches:** Help discreetly prepare and provide a simple meal for children who may not have enough food

Photographer & Videographer

Your role helps capture and preserve special camp memories while ensuring privacy and security are maintained

- **Capture Moments:** Take high-quality photos and videos of camp activities, ensuring a variety of shots that reflect the fun and energy of the day.
- **Be Discreet & Respectful:** Ensure children feel comfortable while being photographed or filmed. Avoid interrupting activities or making children feel pressured to participate.
- **Upload Daily:** At the end of each day, upload all photos and videos to the provided link.
- **Delete After Uploading:** Once you confirm that the files have been successfully uploaded, delete them from your device to maintain privacy and security.
- **Balance with Other Roles:** Since this role is part-time, be prepared to assist in other areas of camp when not taking photos or videos.

Runner & Child Safe Monitors

Your role helps create a safe, welcoming, and well-organized camp environment.

- **Site Safety:** Monitor the campgrounds to ensure only authorized people are on site. Politely guide any unauthorized visitors off the premises.
- **Support Leaders:** Respond to requests from leaders via walkie-talkie, retrieving supplies or assisting as needed.
- **Car Park Welcome Team:** Greet families as they arrive, directing cars safely and creating a welcoming first impression.
- **Child Safety Oversight:** Help ensure each group maintains the proper adult-to-child ratio for supervision and safety.
- **General Assistance:** Be available to step in and help wherever needed to keep camp running smoothly.

First Aid Coordinators

Your role helps ensure that camp remains a safe and caring environment for everyone!

- **Provide Medical Assistance:** Be the first point of contact for any injuries or medical concerns, offering first aid care as needed.
- **Monitor Camper Well-Being:** Keep an eye out for children or leaders who may be feeling unwell or need medical attention.
- **Respond Quickly:** Be ready to handle minor injuries (cuts, scrapes, headaches) and escalate more serious situations as necessary.
- **Manage First Aid Supplies:** Ensure the first aid kit is stocked and accessible at all times.
- **Keep Records:** Document any medical incidents and report them to the camp director.
- **Communicate with Parents:** If a child needs further medical attention, work with the camp director to inform parents promptly

Washroom Monitor

This role must be filled by adults **aged 18 and older** for child safety and supervision purposes. Your role is vital in maintaining the safety and well-being of the children at camp!

- **Escort Children:** Ensure that children are escorted to and from the washroom safely, always with two adults present (never alone).
- **Stay Nearby:** Be available in areas where children are playing or engaged in activities to assist when children need to go to the washroom.
- **Maintain Safety:** Wait outside the washroom while the child uses the facilities—do not enter the washroom with the child.
- **Return to Activity:** Escort children back to their activity once they've finished in the washroom, ensuring they are safe and comfortable.
- **Be Aware:** Monitor the washroom area and ensure that children are following safety guidelines.

Custodians

Your role helps create a clean, safe, and well-prepared space for everyone at camp!

- **Maintain Cleanliness:** Ensure all areas used during camp are clean and tidy throughout the day.
- **Bathroom Checks:** Regularly check and clean washrooms, restock toilet paper, soap, and paper towels as needed.
- **End-of-Day Cleanup:** Go through all camp spaces after the day ends, tidying up and preparing for the next day.
- **Trash & Supplies:** Empty garbage bins and ensure necessary supplies are stocked for the following day.
- **Support a Safe Environment:** Help keep the camp clean, organized, and welcoming for all children and leaders.

Special Events

If you're unable to help throughout the week but would love to be involved, our special event days are a great opportunity!

Water Day Coordinator & Helpers:

Your role is key to making Water Day fun and safe for everyone! 💧☀️

- **Setup & Preparation:** Help set up all water equipment and ensure everything is ready for the afternoon session.
- **Safety First:** Check that all equipment is safe to use and that the play area is free of hazards.
- **Supervision Support:** Assist leaders in maintaining a safe and fun environment for the children during water activities.
- **Pack Down & Cleanup:** Help take down equipment, clear away any mess, and ensure the area is left tidy.
- **Stay Alert:** Be aware of children's safety at all times, ensuring rules are followed and accidents are minimized.

Carnival Day Coordinator and Helpers:

- **Bouncy House Setup & Supervision** – Assist the setup crew in the morning and ensure bouncy houses are used safely throughout the day by monitoring the number of children inside at a time.
- **BBQ Team** – Purchase food and supplies in advance, cook and serve lunch for campers and families, and help clean up after the meal.
- **Carnival Games Setup & Cleanup** – Help set up games before the event and pack everything away at the end of the day

Your help in any of these areas will make Carnival Day run smoothly and safely! Let us know where you'd like to serve. 😊