

# Ranger Lake Bible Camp

## Job Description

**POSITION: Discipleship Coordinator**

Rev Date 04-05-2018

RESPONSIBLE TO: Camp Director

### JOB SUMMARY

The discipleship coordinator is in charge of overseeing the camp's chapel services and campfires, utilizing music, drama, and the arts as avenues to invite campers to worship God. The coordinator also oversees the Work Crew program, ensuring work is being completed as well as leading training sessions. This person helps mentor the junior cabin staff.

### ORGANIZATIONAL STRUCTURE

- Reports to the Camp Director
- Oversees camp staff while they are involved in leading music in chapel
- Oversees Work Crew program, including its leaders
- Organizes regular mentorship meetings for junior cabin leaders

### PERSONAL REQUIREMENTS

- Must be a mature individual seeking to honour God with their life, including an active and developing relationship with God
- Willing to work flexible hours
- In agreement with One Hope Canada's statement of affirmation
- Prior team and cabin leading experience is a must

### SKILLS

- Able to communicate effectively with campers and staff
- Can play guitar or piano and sing proficiently
- Can organize and administer work crew training sessions and Bible studies
- Able to help junior cabin leaders find solutions to obstacles they encounter
- Can teach one or two camp activities proficiently

### DUTIES

- Keep chapel and its contents organized, neat, and tidy
- Keep campfire area stocked with wood, tidy, and organized
- Organize regular mentorship meetings for junior cabin leaders
  - lead group meetings during tuck time
  - organize select staff members to meet once a week with junior staff
- Oversee Work Crew program, working closely with Work Crew bosses
  - ensure all main buildings are clean, tidy, and safe
  - lead daily Bible studies and training sessions
  - keep stock of all cleaning supplies and bathroom paper products, ordering supplies in a timely fashion

- Oversee campfire sessions
  - make sure fires are build and lit for evening campfires
  - arrange music and musicians to lead songs
  - carefully guide camper sharing time
  - dismiss campers for bedtime with appropriate instructions
- Oversee all chapel sessions
  - organizing music slides and chord charts
  - organizing music leaders, musicians, and practice times
  - communicating chapel schedule with the camp speaker
  - leading pre-chapel prayer with musicians and camp speaker
- Aid with spring retreat group activity instruction, as needed
- Other duties as assigned