

Kids Camp Local Church Camp Coordinator Job Description

Thank you for your willingness to serve as the Kids Camp coordinator for your church! With your help, we can make the camp registration process as smooth as possible for everyone involved. Please read the instructions below and refer back to them as needed over the next few months. If questions, please contact Charlotte More, District Children's Director at charlotte@bwcc.tv or Shawna Marsh, Kids Camp Director at smarsh@pekinfirstnaz.org

Please be aware of all deadlines.

IMPORTANT INFORMATION: Wording on registration: "By typing my name below, I attest that I am the parent or guardian of the camper being registered." For legal purposes, Parents/Guardians MUST register their child online. If they don't have access to the internet, please plan a time for them to come to the church to complete the registration.

Camper fee: \$220 by June 20. After June 20 - July 1 \$270

NO lice checks are needed before camp.

Promotion/Recruiting

- Promote camp within the church (students completing 2nd-6th grades are eligible to attend)
- Recruit counselors from your church:
 - o One counselor for every six campers
 - o Assistant counselors: 15-20 years old
 - o Counselors: 21 years or older
 - o All counselors should be quality role models who love students and have a healthy walk with Christ
- Work with church leadership to determine scholarship amounts given by local church (if any)

Registration

- Direct campers and counselors to register & pay online (nwilnaz.org) by June 20, 2023
- Make a copy of the front and back of each camper AND each counselor's insurance card.
- Print copies of the **Olivet Community Life & Recreation Activity Form** and have each camper's parent and counselor sign one, then mail all signed forms to Kids Camp Registrar (address below)
- Make sure each counselor has had a background check run and provide a letter on your church letterhead confirming the background check and vouching for each counselor's integrity.
- Make sure all counselors/volunteers read, sign and hand in the NWIL Abuse Reporting Procedure Form
- Make sure each counselor completes the online Ministry Safe Training. **Contact Pam Smith at office@nwilnaz.org** to get an invitation to the training. All trainings must be complete by July 1.
- Mail registration fees, insurance card copies, background check letter, Olivet Community Life & Recreation Activity Form, NWIL Abuse Reporting Procedure Form:
 - o **Wyoming Nazarene**
ATTN: Marilyn Swearingen
517 N. Madison
Wyoming, IL 61491

- Camp packet must be postmarked by **June 26, 2023**
 - o CAMPERS: insurance cards, Olivet Community Life & Recreation Activity Form
 - o COUNSELORS/VOLUNTEERS: background check letters, insurance cards, NWIL Abuse Reporting Procedure Form, Olivet Community Life & Recreation Activity Form.
- Campers & Counselors will not be allowed to attend camp until all payments are paid in full.
- Please e-mail your full name, phone number and e-mail to Charlotte More. The Camp Directors Team will use this information in case of questions or concerns regarding registration. charlotte@bwcc.tv

Arrival at Camp

- Arrange travel details for campers and counselors.
- Collect labeled medication bags (including instructions) from each camper.
- Upon arrival to camp, bring camper medication to the registration area and assist with checking in each camper.
- No early check-ins except for director's team children

03/2023