

## **Job Description: VOLUNTEER COORDINATOR**

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### **OVERVIEW**

The Volunteer Coordinator will recruit, train, delegate tasks to, and supervise the day camp volunteers. Providing food for the campers and staff will also be his or her responsibility. The Volunteer Coordinator will be expected to begin the planning and recruitment process in May. Employment will conclude with an evaluation of all the volunteers at the end of August.

Even though employment commences in May, full time commitment is not expected until the start of day camp. The Volunteer Coordinator will work at his or her own pace in the months before camp begins, so long as the outlined responsibilities are fulfilled. An HONARARIUM of \$3200 will be offered for this position.

### **RESPONSIBILITIES OF VOLUNTEER COORDINATOR**

#### **Before start of day camp:**

- Recruit and train volunteers
- Devise a volunteer schedule, allocating enough volunteers to help out with each week of day camp
- Carry out an inventory of our kitchen and cleaning supplies to ensure we have everything we need for camp
- Plan a 6-week snack and lunch menu for the day camp within given budget (this will need to be submitted to the planning committee before start of camp)

#### **During day camp:**

- Supervise and delegate daily responsibilities to volunteers
- Coordinate daily devotional and debrief time for volunteers
- Purchase food for day camp and keep track of all expenses
- Ensure that proper care is taken in the preparation of food and in the cleaning of day camp spaces, so that government health and safety standards are met and maintained
- Ensure safety of both campers and day camp staff
- Enforce both day camp and church rules
- Ensure maintenance of church property and day camp supplies
- Establish positive relationships with volunteers

#### **After day camp:**

- Ensure that kitchen and cleaning supplies are put away and that church property is restored to original form
- Provide planning committee with an evaluation of all volunteers

### **QUALIFICATIONS**

#### **Mandatory requirements:**

- must be a Christian
- must be at least 20 years old
- good organizational and communication skills
- relates well to people of all ages
- knowledge of Microsoft Word and Excel
- must have no criminal record as validated by a successful police check

#### **Recommended requirements:**

- cooking skills
- access to a vehicle