

## 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](mailto:charlotte@bwcc.tv) or Shawna Marsh, Kids Camp Director at [smarsh@pfn.church](mailto:smarsh@pfn.church)

### **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: \$200 by June 10. \$250 June 10 – June 24**

### **\*NEW THIS YEAR**

1. You don't have to turn in a copy of your insurance card.
2. The Olivet & district waiver is electronic. Read it and electronically sign.
3. For Campers & Counselors: Let your Children's Leader know that you registered online for camp.
4. For Counselors: "This registration does not guarantee that you have a counselor spot. You will be notified by the Camp Director or Registrar to let you know that your registration has been approved."

### **Promotion/Recruiting**

- Promote camp within the church (students completing 2<sup>nd</sup>-6<sup>th</sup> 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](http://nwilnaz.org)) by June 10, 2024
- 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](mailto:office@nwilnaz.org)** to get an invitation to the training. All trainings must be complete by July 1.
- Mail background check letter & 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, 2024**
  - o COUNSELORS/VOLUNTEERS: background check letters, NWIL Abuse Reporting Procedure Form
- Campers 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. [smarsh@pfn.church](mailto:smarsh@pfn.church)
- You will periodically receive a report telling you who all is attending from your church. You will receive a final report in early July.

### **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

03/2024