

Teen Camp Local Church Camp Coordinator Job Description

Thank you for your willingness to serve as the Teen 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 to them as needed over the next few months. If questions, please contact Zac Alvis, Teen Camp Director at zac@poc.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.

- **Deadline to register online: 06/15/26 nwilnaz.org**
- **Campers cost: \$335**

NEW THIS YEAR

1. You don't have to turn in a copy of your insurance card
2. PAYMENT – Parents will write a check to the local church. If the camper has a "student account" at church or receiving a scholarship, the parent needs to find out the balance and write their check for the difference. Your church will write one check for all attending and mail it to the district office. Payable to: NWIL District

IMPORTANT INFORMATION

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 7th-12th grades are eligible to attend)
- Recruit counselors from your church:
 - One counselor for every six campers
 - Counselors: 21 years or older
 - 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 online (nwilnaz.org) by **June 15, 2026**
- 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 and have a background check ran.
- 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 June 15
- Mail payment, background check letter & NWIL Abuse Reporting Procedure Form:
 - o **NWIL District
4224 N. Brandywine Dr.
Suite 300
Peoria, IL 61614**
- **Camp packet must be postmarked by June 22, 2026**
- 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 Pam Smith office@nwilnaz.org. The Camp Directors Team will use this information in case of questions or concerns regarding registration.
- You will periodically receive a report telling you who all is attending from your church. You will receive a final report in early June.

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
- Check-in: 3:00pm

Location

Dickson Valley Camp
8250 Finnie Rd.
Newark, IL

dicksonvalley.com