



Westminster Woods Camp
18487 Barber Rd
Fall River, KS 67047
wmwcamp@gmail.com

Westminster Woods is dedicated to the glory of God by helping campers of all ages build and strengthen their relationship with Christ, and with each other, through time set aside for Christian education, prayer, worship, and play.

All staff members will be trained in various skills and then will implement the Westminster Woods Summer Camp Program.

Activity Coordinators Description Detail

The Activity Coordinators will work with the camp administration to plan all camp games and activities within the guidelines with the camp administration for the best experience possible for camp and staff. The primary responsibility will be to plan and lead all camp wide games, evening activities, free time activities, cabin time activities. These positions require organization and attention to detail.

This position is accountable to Brian and Diane.
The Activity Coordinators do not directly supervise any other staff.
The Activity Coordinators will be supervised by Kaleb.

The Activity Coordinators shall perform all these duties related to the position as assigned by Camp Administration, including (but not limited to):

1. Take responsibility for all recreational activities at camp using existing guidelines and camp schedule
2. Be organized and prepare in advance
3. Plan for creative, traditional, and new activities each week that are age appropriate
4. Plan for all activities using existing templates and turn in plans by April 15th If you do not turn in the activities plan prior to arrival, your salary will be reduced to \$1800
5. Help plan and to lead fun activities for staff training using the staff training schedule provided
5. Lead and dismiss porch times prior to meals
6. Provide optional activities for cabin time
7. Plan and prepare for free time activities
8. Assign staff for each activity
9. Check on free time activities and provide support for each activity
10. Plan, prepare for, and lead evening activities each week.
11. To submit orders for anything needed for the following week by Tuesday
10. To keep track of all recreation equipment and notify camp office or any missing or damaged equipment promptly and to clean up after each activity making sure equipment is returned