



DAY CAMP LOCAL COORDINATOR JOB DESCRIPTION

The Day Camp Local Coordinator plays a vital role in the success and development of the local day camp. Each congregation **MUST** designate a Local Coordinator. The Local Coordinator is LOMIK's contact with your congregation. Please be sure this person has time for, commitment to, and understanding of this position so we can work together for a strong and positive week.

The following job description is to help you better understand the Day Camp program and the Local Coordinator's role.

THE LOCAL COORDINATOR SHALL:

- Work with Luther Road staff to **design a program** that best fits the needs and resources of the local church and community.
- Coordinate information and **planning** with all appropriate church committees and leadership.
- Serve as a **liaison** between church and camp staff before, during, and after the Day Camp.
- **Read all Day Camp material** in order to have a clear understanding of the Day Camp program.
- **Select/secure the Day Camp site and establish emergency procedures.**
- Coordinate the **promotion** of Day Camp in your church and community. Early promotion is very important! (Day Camp is an excellent community outreach!)
- We recommend that you seek a congregational volunteer to write a **daily Day Camp Newsletter** to be sent home with campers at the end of each day. (This can also be an electronic newsletter.)
- **Register** youth, **collect fees** (if applicable), and necessary permission slips, etc.
- Provide a written **evaluation** at the conclusion of the Day Camp to the Lutheran Outdoor Ministries office.
- **Recruit and organize volunteers** to take part in the Day Camp. This involves coordinating volunteers for **lunch, snacks, daily registration**, and someone to be available at times that you will not be present at the Day Camp.
- The Day Camp Local Coordinator is often the last word on **safety procedures, parental contacts, and local activities**. You are our local expert and we depend on you to assist us in getting to know your community and church.

This is a long list of responsibilities and much of it may be done by a committee or a group of volunteers. We are available at any time to answer questions, give advice, or meet with the appropriate people. **The better the planning, the more powerful and energetic the results will be!**