

## COACH

**Special Skills:** strong group management; teaching; mentoring

**Other Requirements:** a strong walk with the Lord; minimum age 21

**Who you report to:** Camp Director/Manager

**Who you serve:** Team Leaders and Guides

**Role:** to equip and support Team Leaders in their responsibilities; teach or oversee the teaching of Bible lessons

### **Responsibilities:**

- Attend Training
- Be familiar with and agree to the policies of Strong Tower Ranch
- Read Bible material and prepare for daily small group teaching
- Participate in daily morning meeting for Leaders and Managers
- Participate in afternoon meeting for Leaders and Managers
- Assist in Camper check-in on Monday morning
- Mentor Team Leaders and exemplify Team management
- Oversee completion of Team chores at the end of each day
- Touch base with Team Leaders and Guides throughout the day to encourage, equip, and make sure all needs and concerns are being cared for
- Communicate with Staff Coach or Camp Director any issues needing attention
- Assist Team Leader in handling Camper conflicts as needed. Apply this first: "Refocus, Reset, Rejoin"
- Coordinate with Team Leader and Director/Manager for Friday Parent Program
- Eat lunch with Team
- Make sure teams have supplies for the day/week
- Help teams stay on schedule; communicate with Schedule Manager if schedule needs adjusted
- Assist Team Leaders with communicating daily theme/Bible lesson/verse throughout the day
- Mentor Team Leader in managing his/her team, delegating jobs, leading by example
- Assist Water Safety Officer as directed
- Drive the van and wagon to transport Campers as needed

- Oversee the safe dismissal of Campers at the end of the day
- Pray for your Team and your Campers
- **Paper work:**
  - Assist Team Leader with attendance each morning
  - Manage Campers who take medication at specific times. Get them to the First Aid office on time for the First Aider to administer
  - Assist Team Leaders with managing and documenting any Camper or Leader behavior that requires discipline. Discuss with Director/Manager
  - Understand and be familiar with procedures regarding suspected child abuse
  - Communicate any concerns with Camp Director and document as necessary
  - Be prepared to make a hotline call to DFS if necessary
  - Have Team Leaders and Guides fill out Staff Camp Evaluation forms. Make sure they have turned it in to the manager by Friday.
  - Assist Leaders in keeping track of salvations, verses memorized, kids wanting to be baptized, etc. Complete decision forms as necessary.